Enclosed is the updated Faculty Handbook for 2015-2016. Throughout the year changes, additions, deletions have been made. These changes have gone through appropriate administrative departments and committees, e.g., Provost Executive Council, Department Chairpersons’ Committee, Academic Policy Council, Faculty Forum, Academic Affairs Committee/Board and the Board of Trustees.

Please Note: As of July 1, 2008 there is a new academic structure. Policies and procedures are currently being formulated. Throughout this coming academic year, updates will be forwarded via emails to each faculty member, dean, associate deans and other administrators after going through appropriate administrative departments and councils/committees, e.g., Provost Executive Council, Academic Policy Council, Faculty Forum, Academic Affairs’ Committee of the Board and the full Board.

The following updates/changes/deletions, August 15, 2015, were made to the 2015-2016 Faculty Handbook:

**UPDATES/CHANGES:**

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MESSAGE FROM THE PROVOST AND CHIEF ACADEMIC OFFICER

August 15, 2015

Dear Esteemed Colleagues:

During my tenure as Provost, we have launched eighteen new SACSCOC approved programs with your guidance and assistance, bringing the number to ninety-three programs throughout St. Thomas University.

On behalf of our very committed and dedicated administrative support team, I would like to express my thanks to you the faculty, with whom we have worked together diligently and collaboratively toward academic renewal. With your active support and participation we continue to achieve significant accomplishments resulting in improvement of the quality and quantity of our academic programs this past year.

I also take the opportunity to welcome five new faculty members to our academic community.

You are reminded that this Faculty Handbook is to be considered part of your faculty appointment.

I am appreciative for all the joint efforts of the Faculty Forum Executive Committee, the Provost Executive Team and the Director of the Provost Office to have the most recent version of this Faculty Handbook updated in a most professional manner. This handbook provides you with basic information. Together with the Employee Handbook, the Academic Policy and Procedures Manual and the University catalogues, the Faculty Handbook delineates information about faculty rights and responsibilities. Your Dean, Associate Dean, or Chairperson will supplement the information in this Handbook as it pertains to your particular unit.

I am looking forward to continue working closely with you in our new academic year.

Sincerely,

Irma Becerra, Ph.D.
Provost and Chief Academic Officer
IB:sms
MISSION STATEMENT
December 1, 2009
Passed Board of Trustees

St. Thomas is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

CORE VALUES

- Catholic identity
- Global diversity
- Student success
- Leadership development

VISION STATEMENT

St. Thomas will build upon its position as the leading Catholic university in the Southeast by developing, through its academic programs, recognized global leaders in ministry, science, business and justice, and will serve as a model resource that prepares its students to engage in the business, legal, social and scientific universe of the global community.

Rev. Msgr. Franklyn M. Casale
We began the fall 2009 semester with a focus on updating and re-drafting the St. Thomas University mission statement, after previous mission statements had been drafted and approved in 1999 and 2004. Throughout this past fall, we conducted a series of “mission listening sessions” in which many of you – our faculty, administrators and staff – took part and discussed the present and future state of St. Thomas University. I also held listening sessions with our students, our trustees and members of the President’s Board of Advisors. From those sessions, the members of the Cabinet and I gathered and studied all the comments and suggestions and, after much analysis and dialogue, we believe that we have created a mission statement, vision statement and core values that not only reflect your feedback, but also reflect our University as it stands today, supporting its continued development in the future. In early December 2009, the Board of Trustees approved the following revised mission statement for STU, as well as its new core values and vision statement, all of which were subsequently ratified by Archbishop Favalora.
STATEMENT

The St. Thomas University (STU) Faculty Handbook should be used in conjunction with and considered part of the faculty appointment for faculty teaching in undergraduate, graduate and doctoral programs. The information herein is subject to change, amendment, or deletion by the University as deemed appropriate.

POLICY STATEMENT

All materials published in this handbook have been approved by the appropriate person or body. For specific information in the area of Academic Policy, please consult the Academic Policy and Procedures Manual, section 1.4. The Academic Policy and Procedures Manual is updated on a quarterly basis. A written copy may be found in each college or school or go to My Bobcat on the Home Page to access an electronic version of the Academic Policy and Procedures Manual.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at STU, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The University acts affirmatively in recruiting minority group applicants and will continually evaluate its minority recruitment program and take additional affirmative actions, as needed.

Although St. Thomas University has overall responsibility for this policy, and questions or concerns should be directed to management, the University calls upon personnel to effectively pursue the policy as stated. Any employees involved in discriminatory practices will be subject to discharge.

AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

The University is committed to complying with all applicable provisions of the Americans With Disabilities Act (“ADA”). It is the University’s policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the University will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the University aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the University.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Office. STU encourages individuals with disabilities to come forward and request reasonable accommodation.
ACCREDITATION
St. Thomas University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, Georgia 30033-4097: telephone number 404-679-4501, to award the baccalaureate, masters, law and doctorate degrees.

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16401 NW 37th Avenue
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305.625.6000
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Irma Becerra, Ph.D., Provost and Chief Academic Officer
305.474.6027

Susan Angulo, Ed.D., Associate Provost for Academic Affairs - 305.628.6566
Carmen Brown, M.S., Vice President for Enrollment Services – 305.474.6034
Rudy Ibarra, Vice President and CIO 305.628.6633
John Vassiliou, Ph.D., Associate Provost for Student Success – 305.474.6943
Angela Rodriguez, M.S., Chief of Staff for New Initiatives – 305.474.6918
Sandra M. Secord, M.S., Director, Office of the Provost - 305.628.6523

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Alfredo Garcia, J.D., Dean
16401 NW 37th Avenue
Miami Gardens, Florida 33054
305.628.2392
## Fall 2015 Calendar

### FALL SEMESTER - 2015 – August 24 – December 11

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# SPRING 2016 CALENDAR

**The First Week of Registration is Web Advisor Registration Only.**

**Registration in the Student Success Center Week of Registration for Each Term**

**SPRING 2016**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising for Spring A1, A2 &amp; SP Terms</td>
<td>Oct. 19</td>
<td>SP &amp; A1 - Term Residence Hall Check-in; Returning Students Check-in</td>
</tr>
<tr>
<td>Registration A1, A2 &amp; SP Terms Begins</td>
<td>Oct. 26</td>
<td>Advising for Summer A3, S1, S3 &amp; S6 &amp; Full A6, A7 &amp; FL.</td>
</tr>
<tr>
<td>Orientation Spring Semester</td>
<td>Jan. 7-8</td>
<td>Registration for A3, S1, S3, S6, A6, A7 &amp; FL Begins</td>
</tr>
</tbody>
</table>

**A1 Term 2016 January 9 - March 11**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term A1 Begins</td>
<td>Jan. 9</td>
<td>Term A2 Begins</td>
</tr>
<tr>
<td>Last Day to Add A1 Course - Instructor Signature Required for Graduate Classes</td>
<td>Jan. 15</td>
<td>Last Day to Add for A2 Course - Instructor Signature Required for Graduate Classes</td>
</tr>
<tr>
<td>Martin Luther King, Jr. / St. Thomas CLOSED</td>
<td>Jan. 18</td>
<td>Graduate Comprehensive Exam.</td>
</tr>
<tr>
<td>Withdrawal Deadline 100% Refund/A1 &amp; SP - UG and GR</td>
<td>Jan. 21</td>
<td>Course Withdrawal Deadline w/ 100% Refund if Registered for A2 Only (Undergraduate) and for All A2 Graduate Students</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam Application Deadline</td>
<td>Feb. 19</td>
<td>Easter Break - St. Thomas CLOSED</td>
</tr>
<tr>
<td>A1 Withdrawal with &quot;W&quot; Grade Deadline - GR &amp; UG</td>
<td>Feb. 26</td>
<td>Life Experience Portfolio Deadline</td>
</tr>
<tr>
<td>Term A1 Ends</td>
<td>March 11</td>
<td>A2 Withdrawal - &quot;W&quot; grade Deadline</td>
</tr>
<tr>
<td>A1 - Deadline for Faculty Submission of Grades</td>
<td>March 14</td>
<td>Term A2 Ends</td>
</tr>
</tbody>
</table>

**A2 Term 2016 March 12 - May 13**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2 - Deadline for Faculty Submission of Grades</td>
<td>May 16</td>
<td>A1 &amp; SP - Spring Term Ends</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER 2016 - January 11 - May 6**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>New/Returning Registration for SP - Spring Term</td>
<td>Oct. 26</td>
<td>Spring Break - SPRING SEMESTER ONLY – Not A1 or A2 Term</td>
</tr>
<tr>
<td>Spring Term Begins - First day of classes</td>
<td>Jan. 11</td>
<td>Graduate Comprehensive Exam.</td>
</tr>
<tr>
<td>Last Day to Add Undergraduate and Graduate SP Courses</td>
<td>Jan. 15</td>
<td>SP – Spring Term Withdrawal Deadline ‘&quot;W&quot; Grade</td>
</tr>
<tr>
<td>Martin Luther King, Jr. / St. Thomas CLOSED</td>
<td>Jan. 18</td>
<td>Easter Break - St. Thomas CLOSED</td>
</tr>
<tr>
<td>Withdrawal Deadline w/ 100% refund/A1 &amp; SP - GR &amp; UG</td>
<td>Jan. 21</td>
<td>Life Experience Portfolio Deadline</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam Application Deadline</td>
<td>Feb. 19</td>
<td>Final Exams – SPRING Semester</td>
</tr>
<tr>
<td>President’s Day - No Spring Semester Classes</td>
<td>Feb. 15</td>
<td>SP - Spring Term Ends</td>
</tr>
<tr>
<td>Midterm - Last Day to Submit Fall Incompletes, and Dissertation/Thesis to the Library</td>
<td>Feb. 19</td>
<td>SP Term - Deadline for Faculty Submission of Grades</td>
</tr>
</tbody>
</table>

**GRADUATION APPLICATION DEADLINES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Deadline for May (Degree/Certificate) Commencement &amp; Ceremony</td>
<td>February 1, 2016</td>
<td>Graduation Expo: Graduate Students (Masters-Doctoral) – Undergraduate Students A-L, Undergraduate M-Z</td>
</tr>
<tr>
<td>Application Deadline for August Degree/Certificate</td>
<td>June 15, 2016</td>
<td>May Commencement - MAY 14, 2016</td>
</tr>
</tbody>
</table>
## Summer 2016 Calendar

The First Week of Registration is Web Advisor Registration Only. Registration in Bobcat Enrollment Center Second Week Registration Each Term

### SUMMER 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Description</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising for Summer A3, S1, S6 &amp; Fall A6, A7 &amp; FL</td>
<td>March 28</td>
<td>Orientation A for Fall Semester</td>
<td>June 16-17</td>
</tr>
<tr>
<td>Registration for A3, S1, S3, S6, A6, A7 &amp; FL Begins &amp; Continues Through First Day of Term</td>
<td>April 4</td>
<td>Orientation B for Fall Semester</td>
<td>Aug. 13-20</td>
</tr>
<tr>
<td><strong>A3 Term 2016 May 16 – July 15, 2016</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Term A3 Begins – First Day of Classes</td>
<td>May 16</td>
<td>SI Term &amp; S3 Term – First Day of Classes</td>
<td>May 16</td>
</tr>
<tr>
<td>Last Day to Add A3 Term Courses – GR &amp; UG</td>
<td>May 20</td>
<td>Last Day to Add SI &amp; S3 Term Courses – GR &amp; UG</td>
<td>May 20</td>
</tr>
<tr>
<td>Withdrawal Deadline 100% Refund/A3, SI &amp; S3</td>
<td>May 25</td>
<td>Withdrawal Deadline w/100% Refund/A3, SI, S3 – GR &amp; UG</td>
<td>May 25</td>
</tr>
<tr>
<td>Memorial Day, St. Thomas CLOSED</td>
<td>May 30</td>
<td>Graduate Comprehensive Exam Application Deadline</td>
<td>May 29</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam Application Deadline</td>
<td>June 3</td>
<td>Memorial Day, St. Thomas CLOSED</td>
<td>May 30</td>
</tr>
<tr>
<td>Graduate Comprehensive Exam</td>
<td>June 18</td>
<td>Graduate Comprehensive Exam Application Deadline</td>
<td>June 3</td>
</tr>
<tr>
<td>Independence Day – St. Thomas CLOSED</td>
<td>July 4</td>
<td>SI Withdrawal with “W” grade Deadline – GR &amp; UG</td>
<td>June 10</td>
</tr>
<tr>
<td>A3 Withdrawal with “W” grade Deadline – GR &amp; UG</td>
<td>July 5</td>
<td>Graduate Comprehensive Exam</td>
<td>June 18</td>
</tr>
<tr>
<td>A3 Term Ends</td>
<td>July 15</td>
<td>Term SI Ends</td>
<td>June 24</td>
</tr>
<tr>
<td>A3 Term Deadline for Faculty Submission of Grades</td>
<td>July 18</td>
<td>SI – Deadline for Faculty Submission of Grades</td>
<td>June 27</td>
</tr>
<tr>
<td>S3 Withdrawal with “W” grade Deadline – GR &amp; UG</td>
<td>July 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S3 Ends</td>
<td>August 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>S6 Term 2016 June 27 – August 5, 2016</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S6 Term Begins – First Day of Classes</td>
<td>June 27</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independence Day – St. Thomas CLOSED</td>
<td>July 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Add S6 courses – GR &amp; UG</td>
<td>July 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawal Deadline 100% refund/S6 – GR &amp; UG</td>
<td>July 7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S6 Term Withdrawal with “W” Grade Deadline – GR &amp; UG</td>
<td>July 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S3, S6 TERMS END</td>
<td>Aug. 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S3 &amp; S6 Deadline for Faculty Submission of Grades</td>
<td>Aug. 8</td>
<td></td>
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</tr>
</tbody>
</table>

### GRADUATION APPLICATION DEADLINES

- Application Deadline for August (Degree/Certificate) Degree Posting/Graduation: June 15, 2016
- Application Deadline for December (Degree/Certificate) Graduation: September 30, 2016

**Baccalaureate Mass – December 16, 2016**  **December Commencement – December 17, 2016**
ADMINISTRATION

Rev. Monsignor Franklyn M. Casale, M.Div., President
Irma Becerra, Ph.D., Provost and Chief Academic Officer
Gregory S. Chan, Ed.D. Provost Emeritus, Distinguished Chair Professor of Global Development, Sr. VP, Global Development
Terrence O’Connor, B.S., Vice President for Administration and Chief Financial Officer
Hilda Fernandez, B.A., Vice President for University Advancement
Alfredo Garcia, J.D., Dean, St. Thomas Law School
Maria Abdel, M.S.M., Executive Associate Registrar
Celso Alvarez, BBA, Dean of Enrollment
Susan B. Angulo, Ed.D., Associate Provost for Academic Affairs
Darrell P. Arnold, Ph.D., Interim Dean, Biscayne College
Burcu Ayrim, B.S., M.S., Director of University Marketing
Somnath Bhattacharya, Ph.D., Dean, School of Business
Rev. Edward A. Blackwell, Jr., Ed.D., Director, University Planning and Academic Compliance
Monique Brijbasi, B.S., M.B.A., Associate Director, Risk Management, Environmental Compliance and Emergency Management
Carmen A. Brown, M.S., Vice President for Enrollment Services
Laura Courtley-Todd, M.S., Director of Athletics
Gary Z. Feinberg, Ph.D., Chairperson, Department of Social Sciences and Counseling
Msgr. Terence E. Hogan, S.L.D., Dean, School of Theology and Ministry
Rudy Ibarra, M.S., VP and Chief Information Officer
Gary Jackson, B.S., Administrative Technology Manager
Cristina Lopez, M.B.A., Associate Director, Career Planning and Placement
Lloyd A. Mitchell, M.B.A., Associate Dean, School of Business
Patricia A. Murray, M.A., Director, University Language Center
Lenore Prado, M.S.M., Associate Director of Human Resources
Maribel Ramirez, B.S., Controller
Craig E. Reese, Ph.D., Chairperson, Dept. of Accounting, Business Administration and Finance
Maritza Rivera, M.A.E., Director, Academic Enhancement and Dual Enrollment Program
Jonathan Chad Roach, Ph.D., M.L.I.S., M.Div., Interim Dean, University Library
Sylvia Rodriguez, M.B.A., Director of Administration
Sandra M. Secord, M.S., Director, Office of the Provost
Linda Simunek, Ph.D., Associate Dean for Nursing
Seok-Ho Song, Ph.D., Chairperson, Department of Management, Marketing, and Sports Administration and Tourism/Hospitality
Wim F. A. Steelant, CE, Ph.D., Dean, School of Science, Technology and Engineering Management and VP for Research
Hilroy Thomas, Ed.D., Interim Dean, School of Arts and Education, and Special Assistant for Adult and Non-traditional Programs to the Provost of the University
John Vassiliou, Ph.D., Associate Provost for Student Success
Juan Zamora, B.S., Director of Physical Plant
FACULTY SPECIFIC POLICY/PROCEDURE
STATUS SPECIFIC POLICY/PROCEDURE

Academic Policy lies at the very heart of the University's mission, and although under the direction of the Provost and Chief Academic Officer, is the responsibility of the entire St. Thomas University community. To assist community members in recommending adoptions to the academic policy, specific guidelines are placed in the Academic Policy and Procedures Manual. The purpose of these guidelines is to facilitate expeditious development while at the same time include faculty in the governance of the University.

ACADEMIC FREEDOM

St. Thomas University, as an institution of higher learning, is committed to the belief that the essential purpose of an academic community is to promote knowledge through the search for truth and to express truth without interference or harassment. In order that this purpose be clearly understood in the context of academic freedom, the following policy shall apply:

1. St. Thomas University is committed to certain fundamental Judeo-Christian principles which it holds to be demonstrable through faith and reason. Educators, within the framework of this philosophy (while retaining their own liberty of conscience), shall refrain from attacking or impugning these principles. Those who disregard this directive intended to safeguard the Mission of the University, will compromise their value as members of the faculty.

2. The faculty member is entitled to full freedom of research and to the publication of findings without hindrance, provided academic duties at the University are adequately performed. Any research performed for pecuniary stipend, outside ordinary teaching duties, should normally be done with the knowledge of the University authorities.

3. Within the classroom, faculty shall have full freedom to discuss their subject. Prudence shall dictate that one should not introduce controversial matters which would reflect serious bias, or discuss matters which are extraneous to one’s field. Nor may one, in the name of religious freedom, teach concepts which are clearly contrary to the Mission of the University.

4. As a member of a learned profession, the teacher speaks with a certain competence and authority. This special position in the academic community also imposes serious obligations of prudence, since the public may judge the teacher and the University by one’s utterances. Hence, one must strive to be accurate in teaching, to exercise appropriate restraint in judgments, to show respect for the opinions of others, and to indicate clearly that one is not a spokesperson for the University unless one is expressly delegated by the administration to be its spokesperson.

Procedures When Faculty Believe Academic Freedom has been Breached:
1. A faculty member who feels that academic freedom has been breached may make an official complaint to the Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure. The complaint shall be made within thirty days of the alleged infringement and the events and circumstances upon which the complaint is based shall be set forth clearly and concisely in writing.
2. The committee shall secure the facts and testimony, both oral and written, and may consult such records, as may have a bearing on the case. The principals involved shall have the right to counsel.
On completion of the case, the findings and conclusions are to be given in a written report to the complainant and to the members of the Faculty Forum. The Faculty Forum will then approve or disapprove the committee's recommendation and send its findings in writing to the Provost of the University and Chief Academic Officer.

3. Nothing in this statement shall be construed in such a manner that it would prevent either party from taking additional action to obtain relief.

RECRUITMENT/APPOINTMENT
The University maintains an orderly process for recruiting an academic dean and appointing its faculty. This process involves the development of a pool of qualified candidates and the interviewing of those who appear to be the best qualified. The interviewing process contains procedures for determining that the applicant's proficiency in oral and written communication in the language in which the course(s) is being taught is such that the appointment is appropriate.

ACADEMIC DEAN COMMITTEE SEARCH PROCESS
The purpose of the St. Thomas University Academic Dean search process is to ensure that the University hires deans who are qualified to accomplish its purpose.

An Academic Dean Search Committee is established and appointed by the Provost in consultation with the President. The Search Committee will consist of members of the Faculty, Board of Trustees, Provost Executive Committee (Deans’ Council), and a representative of the Office of Human Resources (Ex-Officio). At least half of the members of the search committee should be faculty. An executive search firm is engaged only when the need arises and is deemed necessary to assist in the hire of an Academic Dean.

The University Office of Human Resources, if there is no need for the assistance of a search firm, or a search firm contracted by the University Administration, advertises, reviews all applications, conducts background screenings and narrows the pool down to a select few. The Academic Dean Search Committee typically conducts preliminary telephone and/or tele-video interviews and further narrows the candidates down to three (3). The final three candidates are invited to the campus for in-person interviews with the Academic Dean Search Committee, Provost and President and other pertinent University personnel. The final candidates may also be requested to meet faculty and students in a public forum setting. The Academic Dean Search Committee makes recommendations to the Provost. The Provost in consultation with the President, after fully weighing the input and recommendations of the search committee, will make the final choice for the selection of the new Academic Dean. (Passed Provost Executive Committee; Academic Policy Council 04.24.12; Provost of the University and Chief Academic Officer 05.04.12)

FACULTY SEARCH COMMITTEE PROCESS
The purpose of the St. Thomas University faculty hiring policy is to ensure that it hires faculty who are qualified to accomplish its purpose. Given that the University places a priority on teaching, while encouraging service and research to advance to associate and full professor, qualified candidates generally must demonstrate teaching experience and adequate scholarly activity. This commitment to hire appropriate faculty is evidenced by the following faculty hiring practices and
documents: 1. Interdisciplinary Search Committees. 2. Candidate curriculum-vita and cover letter documenting teaching philosophy and scholarly activity (also, demonstrating written competency); and 3. Required teaching demonstration (also, demonstrating oral competency and research accomplishments).

Once the budget is approved, the Provost of the University and Chief Academic Officer is advised by the Human Resource Associate Director and Search Committee Chair on content and publications for placement of ad. The Provost of the University and Chief Academic Officer will approve the content, and the Chair or Dean of the College or School will coordinate with the Office of Human Resources to place the ad. Ad placement is for the purpose of developing a large and diverse pool of applicants. Approved ads will be posted publicly at Saint Thomas University.

The Chair of the Search Committee, who will not be a member of the administration, will be appointed by the Provost of the University and Chief Academic Officer in consultation with the Dean of the College or School and receives “Search Committee Checklist.” The Chair in consultation with the Dean and members in the discipline will appoint a minimum of three faculty members who will not be administrators, from within the discipline or, if three are unavailable, from a closely related discipline and at least one faculty from an outside discipline. Any faculty member within the discipline may serve on the Search Committee.

Applications will include a cover letter, Curriculum Vitae and copies of transcripts, and letters of recommendation. Job offers are contingent upon the University receiving official transcripts of all post-secondary education. The application letter will be assessed for candidate qualifications and evidence of proficiency in written communication in English.

Search Committee members will review all applications and on the basis of selected minimum criteria and qualifications for the position, the committee by consensus will narrow the pool of applicants down to a select few. The committee will develop a series of standard questions that should be asked of each applicant for the specific position. The Committee Chair should consult with the Office of Human Resources for a list of questions not to ask and any other interview guidance. The Committee may conduct telephone and/or televideo interviews of select candidates. The Committee will suggest candidates to the Provost of the University and Chief Academic Officer who will approve the campus invitation(s).

The candidate in consultation with the Chair will make all travel arrangements. The Office of Human Resources will supply a copy of the Saint Thomas University travel policy which lists discounted hotel and flight information. All receipts must be forwarded to the Office of Human Resources for reimbursement. The Committee Chair is ultimately responsible for coordinating candidates’ travel, accommodations and interview schedules.

During the campus visit, the candidates will be evaluated in terms of public teaching demonstration, research and service potential, collegiality, compatibility with the mission of the university, and possession of appropriate academic credentials. Candidates’ campus visit agenda will be available well in advance of the visit.
The final recommendation of the Committee goes to the administrator reporting directly to the Provost of the University and Chief Academic Officer, who is responsible for making the employment offer expeditiously. If the Provost of the University and Chief Academic Officer does not follow the Committee’s recommendation, he/she will meet with the Committee to explain the decision, seek further input, or re-open the search.

The Chair of the Committee is responsible for advising the Office of Human Resources about candidates who are no longer under consideration either because they are not qualified or because a candidate has accepted an offer. The Chair is also responsible for completing the “Faculty Search Committee Checklist” containing information about advertisements, about candidates, comments on chosen candidate, suggestions to improve the process. (Revised and Approved by Faculty Forum 03/30/07, Academic Policy Council 05/08/07, and by the Provost of the University and Chief Academic Officer 05/17/07.)
SEARCH COMMITTEE CHECKLIST
(To Be Completed by Search Committee Chair and Kept on File in Office of Human Resources)

ADVERTISEMENTS

_________ Number of publications in which advertisements were placed (please attach photocopies of all advertisements.)

COMMITTEE MEMBERSHIP

________________________ (Chair) _________________(extra-departmental member)

________________________ __________________________

________________________ __________________________

APPLICATIONS/INTERVIEWS
Applications will include at least cover letter, CV, letters of recommendations, and transcripts. No job offer will be made until the University receives official transcripts of all post-secondary education.

________ Number of Completed Applications Received.

________ Number of Candidates Interviewed by Phone or Televideo.

________ Number of Candidates Invited for Campus Interview.

THE SUCCESSFUL APPLICANT

________ Official Transcripts for All Post-secondary Education Have Been Received.

________ The Applicant Chosen for the Position Has Demonstrated Oral Proficiency in English.

COMMENTS
Please comment below and on the back particularly on the successful applicant’s teaching potential and compatibility with Saint Thomas University’s mission. You might also comment on research (especially for graduate faculty) and service potential and on collegiality. You might also comment on how the faculty search process could be improved.

________________________________________________________________________

________________________________________________________________________
ACADEMIC QUALIFICATIONS FOR FACULTY MEMBERS

These policies are subject to change pursuant to accreditation requirements and/or University procedures.

The following requirements apply to current full-time and part-time faculty:

Teaching Undergraduate Courses

a. A masters or doctoral degree from a regionally accredited college or university is required for teaching undergraduate courses at St. Thomas University. Additional requirements are explained below.

b. Faculty must have at least an earned master’s degree in the teaching field, or they must have a master’s degree and completion of 18 graduate semester hours in the field of the courses to be taught.

c. After May 1991, no full-time faculty member employed at the University may pursue, while so employed, graduate credits and/or masters degrees at St. Thomas University for the purpose of meeting the above requirements except in cases where specific written authorization to do so has been granted by the Provost of the University and Chief Academic Officer.

d. Faculty members currently in the process of obtaining a masters degree in a second field, or the additional graduate course work required over and above the masters degree may be allowed to continue to teach affected courses for a limited time if:

(i) They have written approval from the Provost of the University and Chief Academic Officer.

(ii) They have an official letter of acceptance to an appropriate graduate program at a regionally accredited college or university.

(iii) They agree to complete the number of graduate credits in the field or in their master’s program according to a timetable set by the Provost of the University and Chief Academic Officer in consultation with the faculty member.

(iv) They demonstrate consistent progress toward meeting the deadline for completion of the graduate course work needed. Progress must be documented at the end of each academic year by official transcripts.

Teaching Graduate Courses

a. All faculty teaching one or more graduate courses must hold a terminal degree (SACS criteria) degree in the teaching discipline from a regionally accredited college or university.

b. The only exception to (a) above that may be considered on a case-by-case basis is an earned doctorate in a closely related discipline and a master’s degree in the teaching discipline. The Provost of the University and Chief Academic Officer will determine what related degrees are acceptable in meeting this requirement.
c. Faculty members currently in the process of obtaining a doctoral degree in the teaching discipline may be allowed to continue to teach affected courses for a limited time if:

(i) They have written approval from the Provost of the University and Chief Academic Officer.

(ii) They have an official letter of acceptance to an appropriate graduate program at a regionally accredited college or university.

(iii) They agree to complete their doctoral program according to a timetable set by the Provost of the University and Chief Academic Officer.

(iv) They demonstrate consistent progress toward meeting the deadline for completion of the dissertation and/or graduate course work needed. Progress must be documented at the end of each academic year by official transcripts.

(v) Faculty pursuing doctoral degrees in order to teach graduate courses must complete their degree programs by the deadline agreed upon with the Provost of the University and Chief Academic Officer. Failure to do so could result in termination of employment or restriction from teaching graduate courses according to the programmatic needs of the institution.

Remedial Courses
Faculty who teach remedial courses must have a bachelor’s degree from a regionally accredited institution or its equivalent in a field related to their teaching assignment AND either classroom experience in a field related to their teaching assignment or graduate training in remedial education.

Exceptions Based on Unique Experience and Demonstrated Competence
St. Thomas University seeks to employ an outstanding faculty with the goal of exceeding the minimum requirements for the academic and professional preparation of faculty set forth by the Criteria for Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools. As a matter of policy, the University prefers that all faculty qualify for teaching on the basis of academic credentials rather than solely by unique experience.

FACULTY CREDENTIALS
Professional Experience
While St. Thomas University gives primary consideration in hiring to an individual’s academic credentials, individuals with appropriate professional experience can be hired on a course by course basis.

Policy
A full-time faculty member or a part-time instructor whose academic credentials do match the student learning outcomes for a particular course may build a case to teach that particular course based on professional experience. Professional experience can include “related work or
professional experience, licensure and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.” (SACS/COC Faculty Roster Instructions)

**Procedure**

An instructor who is interested in building a case to teach a particular course based on his/her professional experience must complete the Faculty Professional Experience Form. This form documents the alignment between an instructor’s professional experience and a course’s student learning outcomes.

The dean or designee shall review this form with the instructor. The dean or designee shall approve the form. The approved form with the course syllabus is to be placed in the instructor’s file in the Provost Office. (Academic Policy and Procedures Manual 06.01.12). Faculty Professional Experience Form below.

The Southern Association of Colleges and Schools’ Principles of Accreditation (approved 2006) state the following concerning acceptable qualifications for faculty, including demonstrated competencies and achievements other than the highest earned degree in the discipline. Comprehensive Standard 3.7.1 of the Principles of Accreditation reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (Faculty Competence) Note: When an institution defines faculty qualifications using faculty credentials, institutions should use Commission guidelines “Faculty Credentials.” The document can be found at [http://www.sacscoc.org/policies.asp#guidelines](http://www.sacscoc.org/policies.asp#guidelines).
This form is to be completed by all instructors whose professional experience is being used to demonstrate the instructor’s professional background is adequate to address a particular course’s student learning outcomes.

College or School:
Faculty Name:
Appropriate Degree(s):
Semester/Term Course Offered:
Course Number and Title of Course:
Course Catalog Description:

Linkage between Faculty Professional Experience and Course Student Learning Outcomes:

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<th>Course Learning Outcome(s)</th>
<th>Faculty’s Professional Experience</th>
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Relevant Documentation (list name of document and include copy of document with this form):

School Dean (or designee) has reviewed and approved this form:

Signature: _______________________________ Date: _____________________

This form with the course syllabus has been placed in the instructor’s file at the Provost Office:

Date: _________________ Signature: ______________________________
Comprehensive Standard 3.7.1 of the Principles of Accreditation

3.7 FACULTY

Credential Guidelines:
3.7.1 The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (Faculty Competence)

Note: When an institution defines faculty qualifications using faculty credentials, institutions should use Commission guidelines “Faculty Credentials, Guidelines.” The document can be found at http://www.sacscoc.org/policies.asp#guidelines.

a. Faculty teaching general education courses at the undergraduate level: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor’s degree in the teaching discipline, or associate’s degree and demonstrated competencies in the teaching discipline.

d. Faculty teaching baccalaureate courses: doctorate or master’s degree in the teaching discipline or master’s degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline). At least 25 percent of the discipline course hours in each undergraduate major are taught by faculty members holding the terminal degree—usually the earned doctorate—in the discipline.

e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

f. Graduate teaching assistants: master’s in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006
St. Thomas University Policy for Exceptions Based on Unique Experience

The University policy and procedures on exceptions is part of the overall policy concerning faculty qualifications for teaching at St. Thomas University. In keeping with the intent of the Criteria for accreditation very few exceptions to SACS requirements for academic preparation will be granted. The University is not bound by this policy to award any exceptions. However, the maximum proportions of exceptions are the following:

(a) No more than 40% 5% of the total full-time faculty across all academic divisions and disciplines.

and

(b) No more than 40% 5% of the full-time faculty in a given department/discipline/field.

Provisions in the Criteria for Accreditation allowing for possible exceptions to requirements for certain degrees and academic preparation acknowledge that some faculty may have distinguished themselves in a field through scholarly achievements or unusual professional accomplishments without the usual formal academic training and credentials. In order to be considered for an exception, instructors must demonstrate that their peers (inside and outside of the home institution) recognize them as a respected authority in the field. The fact that an individual has taught a particular subject or field for a number of years does not carry sufficient weight by itself to justify an exception. All faculty are expected to have a broad base of knowledge in a discipline or field such as one obtain through formal academic training in a graduate degree program. Similarly, if professional experience (e.g., in business) is to be considered for an exception, the experience must span many years and encompass a broad range of positions with increasing levels of responsibility. Truly outstanding achievements in job performance must exist and they must be documented and judged by professional faculty at other institutions to distinguish the individual as exceptionally competent and knowledgeable in the teaching field or discipline.

The verbiage used in the Criteria provides guidance for what is expected concerning how an objective reviewer would characterize the experience of individuals who are justifiable as exceptions. Accordingly, the results of evaluation of a faculty member’s experience must establish that accomplishments and contributions to the profession or to the teaching field, as well as experience and competency are unique, unusual, exceptional, outstanding and substantial. Such a characterization should apply to exceptions for both undergraduate and graduate faculty. The highest and most stringent standards will apply to graduate faculty. Therefore, it is anticipated that exceptions for graduate faculty will be extremely rare.

Given the above standards, it would be in the best interest of faculty to pursue the required academic qualifications concurrent with the review of an application for an exception.

NOTE: Faculty must follow specific application procedures and deadlines established by the University in order to be considered for an exception. A detailed description of the policies and procedures for applying for an exception to the minimum academic requirements to teach at St. Thomas may be obtained from the Office of the Provost of the University/Chief Academic Officer.
Additional Policies and Requirements

1. As a result of the policies concerning academic preparation of faculty, instructors will be required to comply with the criteria above for all subject fields in which they teach. Failure to do so may result in termination of employment or restriction to teaching courses solely in the discipline of their degree, according to the programmatic needs of the institution.

2. In accordance with the academic qualifications of the faculty and the needs of the institution, faculty members will be required to teach courses at the undergraduate and/or graduate level.

3. All new faculty hired after Spring 1991 at the rank of Assistant Professor or above must hold an earned terminal degree (usually a doctorate) in their teaching field from a regionally accredited institution.

4. Full-time and part-time faculty must meet or exceed the requirements concerning the academic preparation of faculty described herein to teach at any site or location where courses are offered for credit by St. Thomas University.

5. Part-time instructor whose academic credentials do match the student learning outcomes for a particular course may build a case to teach that particular course based on professional experience. Professional experience can include “related work or professional experience, licensure and certifications; continuous documented excellence in teaching; honors and awards; scholarly publications and presented papers; and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.” (SACS/COC Faculty Roster Instructions)

Full-time faculty desiring to teach one course per year in a related discipline in which they may be qualified by virtue of unique experience must also undergo the above described internal review as well. See Faculty Credential Policy above.

6. All faculty must have OFFICIAL transcripts for all degrees held sent directly to the Provost of the University and Chief Academic Officer to document their academic credentials. In addition, all faculty must have a current curriculum vitae on file in the Office of the Provost of the University and Chief Academic Officer.

7. Authenticating foreign transcripts: Please note that the process for certifying equivalent institutions is for the applicant to have their official transcripts from a non-regionally accredited institution(s) outside the United States sent to a member of the National Association of Credential Evaluation Services (NACES), e.g. Josef Silny & Associates, Inc. for evaluation. The applicant is responsible for submitting their documents and payment for this service to the member of the National Association of Credential Evaluation Services.

8. Faculty, who after three (3) letters, have not submitted official transcripts to the Provost Office will not be rehired (PEC 03/15/10; APC 05/06/10 and Provost 05/18/10).
Discipline Designation of Faculty Members in the Main University

- The Discipline designation of individual faculty members is based on the institutional determination of the primary program of which the faculty member is a part.

- The Discipline designation of individual faculty members is made by the University upon initial hiring and may be changed by the University to meet institutional or program needs for the delivery of quality instruction to students.

- Maintaining qualifications needed for students to receive quality instruction in the Discipline designation of the primary program of which the faculty member is a part is and remains the responsibility of the faculty member.

Procedure for Faculty Members in the Main University to Seek Change of Discipline Designation

1. A Faculty Member must present a petition to her/his Department or college or school. The faculty member will present this petition in person and in writing.
   The petition must include:
   a. Program Basis for change in designated Discipline
   b. Qualifications of faculty member for the requested Discipline designation

2. The Department, college or school reviews and recommends (does not recommend) the change to the Department Chairs and Deans committees based on determining:
   a. Appropriateness of Program Basis for change in designated Discipline
   b. Qualifications of faculty member for the requested Discipline designation

3. After receiving the departmental, college, or school decision and hearing the faculty member present to them his/her petition in person and in writing. The Department Chairs and Deans of college or school review and recommend (do not recommend) the change to the Provost of the University and Chief Academic Officer based on determining:
   a. Appropriateness of Program Basis for change in designated Discipline
   b. Qualifications of faculty member for the requested Discipline designation

4. After receiving the departmental, college or school decision, the Department Chairs and Deans decision, and hearing the faculty member present to them his/her petition in person and in writing. The Provost of the University and Chief Academic Officer accepts or rejects recommendation based on determining:
   a. Appropriateness of Program Basis for change in designated Discipline
   b. Qualifications of faculty member for the requested Discipline designation

5. The decision of the Vice President for Academic Affairs (Provost of the University and Chief Academic Officer) will be provided to the Faculty Member. Revised 1/00.
FACULTY RANK

1. Full Time
   A. Instructors
   Instructors shall have at least an appropriate Master’s degree and be willing to cooperate in promoting University objectives, effective committee work, student advisement, and community service.

   B. Assistant Professors
   Assistant Professors shall have an appropriate earned doctorate, or its equivalent, or a terminal degree in an appropriate discipline and be willing to cooperate in promoting University objectives, especially by student advisement, effective committee work, and community service.

   C. Associate Professors
   Associate professors shall have an appropriate earned doctorate or its equivalent, or a terminal professional degree in their field. They shall have five years of effective University teaching or equivalent employment in higher education in an appropriate discipline. In addition, they are expected to cooperate in promoting University objectives, to assist in student advisement, to perform effective committee work and community service, to exercise effective leadership qualities and to demonstrate extra curricular involvement. They shall also present indications of research or other professional development outside of degree work.

   D. Professors
   Professors shall have an appropriate earned doctorate or its equivalent, or a terminal professional degree in their field. They shall have eight years of effective university teaching or equivalent employment in higher education in an appropriate discipline. In addition, they are expected to cooperate in promoting university objectives, to assist in student advisement, to perform effective committee work and community service, and also to exercise effective leadership qualities and demonstrate extra curricular involvement. They shall also present indications of research or other professional development outside of degree work.

2. Special Academic Ranks
   A. Lecturers
   Lecturers are appointed by the Provost of the University and Chief Academic Officer for a specific period of time to perform specific teaching duties.

   B. Visiting Professors
   Visiting Professors are appointed by the Provost of the University and Chief Academic Officer for specific periods of time to perform certain duties.

   C. Distinguished University Professor
   The rank of Distinguished University Professor is awarded to those individuals who have demonstrated outstanding contributions in academia or their fields.
D. Professor Emeritus
Professor Emeritus is an honorary rank bestowed on those individuals who have provided long and outstanding service to the University. This rank is generally awarded at commencement exercises, following the faculty member's retirement.

3. Part-time
**Adjunct:** Adjunct faculty are expected to maintain the same level of teaching excellence as full-time faculty and to participate in other activities as deemed necessary by Department Chairpersons, dean of the college or schools.

4. J-1 Visiting Scholar
Only the Dean of a school or college can invite a J-1 Scholar after receiving approval from the Provost of the University and Chief Academic Officer (Approved by PEC 2/7/11; APC 4/28/11; Provost 5/17/11).

ADVANCEMENT IN RANK

**Please Note:** Faculty Forum Chairperson, Dr. Loly Espino indicated the following New Criteria for Advancement in Rank must be reported to the Faculty Forum in Fall 2006 when the minutes of the March 10, 2006 meeting are approved. The March 10th minutes include approval by the Forum of the new criteria for advancement. Upon approval of those minutes, Faculty Forum will officially forward the new criteria to the Provost of the University and Chief Academic Officer for his review and approval.

Requirements

**Advancement to Assistant Professor:** To advance to the rank of Assistant Professor, an instructor shall have an appropriate earned doctorate or its equivalent, or a terminal degree in an appropriate discipline before the date of the application for advancement. The candidate should provide documentary evidence related to his/her effective teaching, participation in promoting University objectives, student advisement, effective committee work, community service, and when appropriate, research.

**Advancement to Assistant Professor/NEW CRITERIA:** To advance to the rank of Assistant Professor, an instructor shall have an appropriate earned doctorate or its equivalent, or a terminal degree in an appropriate discipline before the date of the application for advancement. The candidate should provide documentary evidence related to his/her effective teaching, participation in promoting University objectives, student advisement, effective committee work, and community service. (Approved by the Academic Freedom, Contracts, Rank and Tenure Committee on March 7, 2006; and the Faculty Forum at its March 10, 2006 meeting.)

**Advancement to the Rank of Associate Professor:** To advance to the rank of Associate Professor, an Assistant Professor shall have an appropriate earned doctorate, or its equivalent, or a terminal degree in an appropriate discipline or an exception. (Provost Executive Committee – May 20, 2013 clarified that faculty must have completed five years of full-time teaching and then apply the sixth year for advancement.) The candidate must have completed five continuous academic
years (*) of effective full-time teaching at appropriate university levels or equivalent employment in higher education in an appropriate discipline (e.g., full-time university librarians, and faculty on administrative assignments) on or before the date of application for advancement. The last three of those five years shall have been completed at St. Thomas University no more than one (1) year prior to the application to advance in rank. The definition of full-time teaching does not include adjunct or part-time teaching or graduate assistantships. The candidate shall have demonstrated leadership in promoting University objectives, student advisement, effective committee work, professional development apart from degree work, community service, and when appropriate, research. It is the responsibility of the candidate to provide documentary evidence substantiating the above requirement and to submit recommendations from colleagues within and without the institution.

Advancement to Associate Professor/NEW CRITERIA: To advance to the rank of Associate Professor, an Assistant Professor shall have an appropriate earned doctorate, or its equivalent, or a terminal degree in an appropriate discipline or an exception. (Provost Executive Committee – May 20, 2013 clarified that faculty must have completed five years of full-time teaching and then apply the sixth year for advancement.) The candidate must have completed five academic years (*) of effective full-time teaching at appropriate university levels or equivalent employment in higher education in an appropriate discipline (e.g., full-time university librarians, and faculty on administrative assignments) on or before the date of application for advancement. The last three of those five years shall have been completed at St. Thomas University no more than one (1) year prior to the application to advance in rank. The definition of full-time teaching does not include adjunct or part-time teaching or graduate assistantships. The candidate shall have demonstrated leadership in promoting University objectives, student advisement, effective committee work, professional development apart from degree work, community service, and research or artistic production related to the discipline(s) in which the person is qualified by the Southern Association of Colleges and Schools to teach. It is the responsibility of the candidate to provide documentary evidence substantiating the above requirements and to submit recommendations from colleagues within and without the institution. (Approved by the Academic Freedom, Contracts, Rank and Tenure Committee on March 7, 2006; and the Faculty Forum at its March 10, 2006 meeting.)

Advancement to the Rank of Full Professor: To advance to the rank of Full Professor, an Associate Professor shall have an appropriate earned doctorate, or its equivalent, or a terminal degree in an appropriate discipline and have completed eight academic years (*) of effective full-time teaching at appropriate University levels, or equivalent employment in higher education in an appropriate discipline (e.g., full-time University librarians, and faculty on administrative assignments) on or before the date of application for advancement. The last four of those eight years shall have been completed at St. Thomas University no more than one (1) year prior to the application for advancement in rank. The definition of full-time teaching does not include adjunct or part-time teaching or graduate assistantships. The candidate shall have demonstrated continued and effective leadership in promoting University objectives, student advisement, effective committee work, professional development apart from degree work, community service, and appropriate research or artistic production related to the discipline in which the person teaches. This research or artistic production must have been critiqued by members of the faculty person's field from outside of the University. It is the responsibility of the candidate to provide documentary evidence substantiating the above requirement.
Advancement to Full Professor/NEW CRITERIA: To advance to the rank of Full Professor, an Associate Professor shall have an appropriate earned doctorate, or its equivalent, or a terminal degree in an appropriate discipline and have completed eight academic years (*) of effective full-time teaching at appropriate University levels, or equivalent employment in higher education in an appropriate discipline (e.g., full-time University librarians, and faculty on administrative assignments) on or before the date of application for advancement. The last four of those eight years shall have been completed at St. Thomas University no more than one (1) year prior to the application to advance in rank. The definition of full-time teaching does not include adjunct or part-time teaching or graduate assistantships. The candidate shall have demonstrated continued and effective leadership in promoting University objectives, student advisement and enrichment, effective committee leadership, professional development apart from degree work, community service, and research or artistic production related to the discipline(s) in which the person is qualified by the Southern Association of Colleges and Schools to teach. This research or artistic production must have been critiqued by members of the faculty person’s field(s) from outside of the University and must have been produced since advancement to the rank of Associate Professor. It is the responsibility of the candidate to provide documentary evidence substantiating the above requirements. (Approved by the Academic Freedom, Contracts, Rank and Tenure Committee on March 7, 2006; and the Faculty Forum at its March 10, 2006 meeting.)

(*) An academic year is defined as August to August or January to January and includes all summer sessions, which cannot be counted separately.

Applicability of Existing and New Criteria for Advancement in Rank

At its March 7, 2006 meeting, the Faculty Forum Academic Freedom, Contracts, Rank and Tenure Committee agreed to the following effective dates (academic years) for applying the new criteria for Advancement in Rank. The Committee submitted the effective dates summarized below for approval by the Faculty Forum, which it did on March 10, 2006.

For faculty members newly hired for the academic year (AY) 2006-2007 and academic years thereafter, the new criteria for Advancement in Rank will apply immediately in the academic year 2006 – 2007.

For faculty members who are Instructors in academic years (AYs) 2005-2006 and 2006-2007, the new criteria for Advancement in Rank to Associate and Full Professor apply when those Instructors become eligible for advancement to Associate Professor and Full Professor respectively.

For faculty members who are Assistant Professors in academic years (AYs) 2005-2006 and 2006-2007, the new criteria for Advancement in Rank from Associate Professor to Full Professor apply when those Assistant Professors become eligible for advancement to Full Professor.
Summary of Applicability
Criteria for Advancement in Rank

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<td>New Criteria</td>
<td>Old Criteria for Advancement to Assistant Professor</td>
<td>New Criteria for Associate and Full Professor</td>
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<td>New Criteria</td>
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<td>New Criteria for Full Professor</td>
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<tr>
<td>Associate Professor</td>
<td>New Criteria</td>
<td>Old Criteria for Advancement to Full Professor</td>
<td>New Criteria Not Applicable</td>
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Procedures (2/99)
Advancement in rank is not automatic. The decision will be made by the President based on criteria relating to adequate graduate training, effective teaching, service, on-going professional research or artistic production and other activities, and cooperation in promoting University objectives. The decision will also be based on recommendations made by the appropriate committee and members of the faculty and administration.

The following steps and procedures shall be followed when requesting advancement in academic rank:

1. Written request for rank change along with supporting documentation should be made by the interested faculty member by November 1 to the Department Chairperson. If there is no department chairperson, submit documentation to the appropriate Dean of the College or School. The format of this request as well as what documentation is required should be obtained from the Office of the Provost of the University and Chief Academic Officer.

2. The Department Chairperson or appropriate Dean of the College or School shall determine that the applicant meets the requirements for the rank sought as stated in the faculty handbook. Such decision must be communicated in writing to the applicant no later than November 15. The Department Chairperson or appropriate Dean of the College or School with the other members of the department, at a regular or special meeting of the department, will review the applicant’s request for advancement. The department shall vote by secret ballot and submit an appropriate recommendation along with supporting documentation to the Office of the Provost of the University and Chief Academic Officer for review by the Deans of the College or Schools by December 15. The department and/or College or Schools Dean’s decision shall also be communicated in writing to the applicant by December 15.
In the case where a Chairperson is applying, the Provost of the University and Chief Academic Officer assigns a person in the department or College or School to hold a departmental meeting.

In the case where a Dean applies, the Dean’s level of review is omitted. The decision of the department is turned directly into the Rank and Tenure Committee.

In the case of a Provost of the University and Chief Academic Officer applying, the Provost of the University and Chief Academic Officer’s level of review is omitted. The decision of the Rank and Tenure Committee will be forwarded directly to the President.

3. The Deans, after review, submit in writing their recommendations regarding the candidate to go along with the decision of the department, college or school to the University’s Committee on Rank and Tenure by January 15. The Committee confirms that all requirements for the advancement in rank have been satisfied. The Committee then considers the application along with other appropriate materials and meets with the candidate, unless the candidate expresses a desire not to meet. The Committee makes its final recommendation to the Provost of the University and Chief Academic Officer by March 1. The recommendation of the Rank and Tenure Committee and the recommendation of the Provost of the University and Chief Academic Officer shall be submitted to the President by March 7.

4. The President will render a final decision by March 21. The Provost of the University and Chief Academic Officer will inform the applicant as well as the Chairperson of the Rank and Tenure Committee of the President’s decision by April 1.

In the Case of the Denial of Request for Advancement of Rank Office of the University and Chief Academic Officer will inform the applicant as well as the Chairperson of the Rank and Tenure Committee of the President’s decision by April 1.

5. Within 10 (ten) days of notification about the denial of advancement in rank, the faculty member may appeal this decision to the Chairperson of the Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure, who will convene this committee to act as an appeals committee.

6. The Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure will meet within 10 (ten) days of the above-mentioned request and will document the basis for the appeal and the basis for the decision. This may involve interviewing the candidate, the Chairperson of the Rank and Tenure Committee, and the Provost of the University and Chief Academic Officer.

7. The Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure will make its recommendation concerning this appeal within 10 (ten) days of the Committee’s meeting with the parties in question and will immediately forward its recommendation to the President with copies to the candidate denied advancement in rank, the Provost of the University and Chief Academic Officer, and the Chairperson of the Rank and Tenure Committee.
8. The President will render a final decision after considering the recommendation of the Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure acting as an appeals committee. Within 10 (ten) days the President will contact the faculty member in question. If there is still a denial of advancement in rank at this point, the faculty member has the right to meet with the President personally to discuss the process and decision.

**FACULTY CONTRACTS**

**Remuneration**
Faculty contracts are generally drawn up on a nine-month basis; however, faculty may arrange salary payments on a twelve-month basis by notifying the Office of Human Resources. Increments are based on a cost-of-living (or other adjustments) provided adequate funds are available. Full-time faculty members are paid on the fifteenth and last day of the month. Courses taught over and above the faculty member's normal course load are considered "overload" courses, and as such, are remunerated at the same rate as courses taught by adjuncts. (Please refer to the section on Service Loads).

**Types of Contracts**
All faculty members work under a contract, which shall indicate salary, terms of payment, and faculty rank and tenure.

1. Contracts will be signed before August 15th and will be for one or three academic years.

2. Tenured faculty entitled to ongoing employment under University tenure policy will also be expected to sign a contract before August 15th indicating the terms of employment for the following academic year.

3. Faculty hired for the first time at the rank of Instructor or Assistant Professor will receive an initial one-year probationary contract. Faculty hired for the first time at the rank of Associate Professor or Professor will receive an initial two-year probationary contract. Subsequently, faculty will have open to them the following possibilities:
   - A. A single year probationary or yearly contracts until the rank of Associate Professor is attained.
   - B. Single year terminal contracts.
   - C. Three year rolling contracts are negotiated annually once the rank of Associate Professor is attained by those faculty initially hired at the rank of Instructor or Assistant Professor. For those faculty initially hired at the rank of Associate Professor or Professor, three year rolling contracts are negotiated annually after the two-year probationary period has ended. The responsibility is on the University administration to show why faculty initially hired at the rank of Instructor or Assistant Professor and advanced to the rank of Associate Professor should not receive a three-year rolling contract. The responsibility is on the University administration to show why faculty initially hired at the rank of Associate Professor or Professor and continued in employment after the probationary period should not receive a three-year rolling contract. However, when
applying for advancement in rank, the burden of proof is on faculty to show that they meet all requirements of advancement in rank (see procedures for Advancement in Rank).

Non-Renewal
A. Non-renewal of the one-year probationary contract will occur at the end of the one-year probationary contract period. (Written notice of termination must be given to probationary faculty by January 30, of the contract period.)

B. Non-renewal of the two-year probationary contract will occur at the end of the two-year probationary contract period. (Written notice of termination must be given to probationary faculty by January 30, of the second year of the contract period.)

C. Non-renewal notice for those on yearly contracts will ordinarily be given by the offer of a one (1) year terminal contract made when the contract is signed for the following year. A terminal contract will be a one-year contract.

D. Faculty hired at the rank of Instructor will have five (5) years in which to prepare and apply for advancement to the rank of Assistant Professor. If the rank of Assistant Professor is not attained by the end of the fifth (5th) year, the individual is subject to a terminal contract at the discretion of the University at that time or subsequently if the rank of Assistant Professor has not been attained.

Although faculty is encouraged to seek advancement, those faculty employed prior to August 15, 1987, will not be affected by the provisions in paragraph 4-D of this section.

Non-Renegotiation
Three year rolling contracts will not be re-negotiated if the University administration can demonstrate that faculty has been delinquent in their responsibilities of adequate graduate training, effective teaching, ongoing professional development, or co-operating in promoting University objectives. (Procedures of this termination are found under the section entitled: "Procedure for Non-Renegotiation of a three-year Contract."

Termination
Contracts of tenured faculty and those on rolling contracts may only be terminated if the administration can demonstrate just cause based on financial exigency, programmatic decisions, lack of commitment to the Mission of the University, incompetency or moral turpitude. The contract can be terminated by the faculty member on his/her refusal to accept the terms of the offer of employment. (Procedures of this termination are found under the section entitled: "Procedures for Termination of Contract Based on Financial Exigency, Programmatic Decisions, Lack of Commitment to the Mission of the University, Incompetency or Moral Turpitude.")

Resignation
Faculty resignation must be submitted to the Office of the Provost of the University and Chief Academic Officer, under ordinary circumstances, a year before such action is to take place.
Procedures for Non-Renegotiation
Of a Three-Year Rolling Contract (2/99)

1. A written petition and supporting evidence for the non-renegotiation of a three-year rolling contract, whether it comes from the administration, Provost of the University and Chief Academic Officer, or the academic deans, should be directed to the Office of the Provost and Chief Academic Officer before January 30th of a given year.
2. The Provost of the University and Chief Academic Officer must then submit this petition and supporting evidence along with his/her evaluation to the chairperson of the University Rank and Tenure Committee.
3. The University Rank and Tenure Committee evaluates the request along with other appropriate materials.
4. All relevant documents plus the recommendations of the University Rank and Tenure Committee are sent to the President by April 1 through the Provost of the University and Chief Academic Officer.
5. The President of the University will render a decision by April 15 and so inform the Provost of the University and Chief Academic Officer. The Provost of the University and Chief Academic Officer will inform the faculty member and the University Rank and Tenure Committee in writing of the President’s decision within one week of receipt of the President’s decision.

In the Case of Non-Renegotiation of a Three-Year Rolling Contracts Procedure for Appeal is as Follows:

6. Within 10 (ten) days of notification about the non-renegotiation of the three-year rolling contract, the faculty member may appeal the decision to the Chairperson of the Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure who will convene this committee to act as an appeals committee.
7. The Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure will meet within 10 (ten) days of the above-mentioned request and will document the basis for the appeal and the basis for the decision. This may involve interviewing the candidate, the Chairperson of the Rank and Tenure Committee, and the Provost of the University and Chief Academic Officer.
8. The Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure will make its recommendation concerning this appeal within 10 (ten) days of the Committee’s meeting with the parties in question and will immediately forward its recommendation to the President with copies to the faculty member making the appeal, the Provost of the University and Chief Academic Officer, and the Chairperson of the Rank and Tenure Committee.
9. The President will render a final decision after considering the recommendation of the Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure acting as an appeals committee. Within 10 (ten) days the President will contact the faculty member in question. If there is still a non-renegotiation of the three-year contract at this point, the faculty member has the right to meet with the President personally to discuss the process and decision.
Procedures for Termination of Contract Based on Financial Exigency, Programmatic Decisions, Lack of Commitment to the Mission of the University, Incompetency or Moral Turpitude.

1. Evidence demonstrating one or more of the above reasons for termination of contract must be presented by the Provost of the University and Chief Academic Officer in writing to the chairperson of the University Rank and Tenure Committee and to the faculty member whose termination of contract is under question.

2. The chairperson of the University Rank and Tenure Committee must convene a closed session of this committee within ten (10) days after receiving such evidence.

3. The University Rank and Tenure Committee evaluates this evidence and any response/evidence which the faculty member may wish to provide and sends its recommendations on the case to the Provost of the University and Chief Academic Officer within five (5) days of its meeting.

4. The Provost of the University and Chief Academic Officer will present the findings of the committee along with his/her own recommendations to the President who will notify the faculty member in question of his/her decision within ten (10) days after receiving the report of the Provost of the University and Chief Academic Officer.

5. The faculty member will have ten (10) days from the time of notification to appeal a termination decision through the Faculty Forum Committee on Academic Freedom, Contracts, Rank and Tenure. This committee’s primary responsibility is to see that fair and equitable procedures have been carried out.

6. This committee shall issue its findings to the President no later than ten (10) days after receiving an appeal.

7. The President will make a final determination in the case within ten (10) days after receiving the Faculty Forum Committee’s findings.

FACULTY REDUCTION IN FORCE POLICY

In the event that "Reduction in Force" must be implemented for a particular discipline or subject field because of financial exigency or programmatic decisions, the following criteria will be applied to determine the order of retention of faculty under contract to the University.

1. Type of Contract: Tenured faculty will be retained until all faculty on three-year rolling contracts are terminated; faculty on three-year rolling contracts will be retained until all faculty on yearly or single year contracts are terminated.

2. Seniority: Years of Full-Time Service to the University: When two or more faculty in a discipline/subject field have the same type of contract, the faculty member with the most number of years of full-time service to the University will be retained.
3. Rank: (As defined in the Faculty Handbook): When two or more faculty in a discipline/subject filed have the same type of contract and the same number of years of full-time service to the University, the faculty member with the highest rank shall be retained (i.e., professors will be retained until associate professors with lesser number of years are terminated; associate professors with the same number of years will be retained until all assistant professors and instructors are terminated; assistant professors will be retained until all instructors with lesser number of years are terminated.)

4. Degree Level: When two or more faculty with the same type of contract and the same number of years of service have the same rank, the faculty member with the highest degree level shall be retained.

5. Discipline/Field: When two or more faculty with the same type of contract and the same number of years of service and the same rank have the same degree level, then the faculty member whose degree is most relevant to the particular discipline/subject field in question shall be retained.

6. Faculty Evaluations: If two or more faculty are equivalent in all the above areas, then the faculty member with the best faculty evaluations shall be retained. Faculty evaluations in such cases shall be considered a composite of course evaluations, faculty activity reports and annual chairperson letters of evaluation as well as other relevant documentation.

7. Professional Experience: If two or more faculty are equivalent in all the above areas, then the faculty member with the most experience as a professional in the discipline/subject field shall be retained.

RETIREDMENT PLANS
Faculty notification of anticipated retirement must be submitted to the Provost of the University and Chief Academic Officer, under ordinary circumstances, a year before such action is to take place.

Faculty Phased Retirement Plan
Approved by the Compensation Committee of the Board of Trustees – May 2, 2013
Reported to Board of Trustees May 8, 2013

The new voluntary plan will provide all faculty (Main University and Law School), who meet certain criteria, the option for reduced teaching loads over a three-year period with a corresponding reduction salary (75%/50%/25%) while maintaining full benefits over the period. Eligibility requirements are age 60 with 20 years of service to St. Thomas University. During the three-year reduced teaching load period the classes normally taught by the faculty members will be covered by an adjunct professor or on an overload basis. Finally, this new plan is in addition to the existing one-year plan allowing for a 50% reduced teaching load with full salary and benefits.

This program will commence with the 2013-2014 academic year. Anyone interested should contact Sylvia Rodriguez, Director of Administration, Office of the Vice President for Administration and Chief Financial Officer. (Presidential Notification of May 7, 2013.)
St. Thomas University Non-Law School
Faculty Retirement Policy
Approved by Board of Trustees (Fall, 1995)

1. No mandatory retirement. Saint Thomas University Faculty Handbook will mention that usual retirement age is 65.

2. Faculty member who wishes to retire should submit notice to the Provost of the University/Chief Academic Officer, under ordinary circumstances, a year before such action is to take place.

3. After attainment of the age of 65, faculty members who have completed 10 years of service with the University and wish to retire may choose the "transitional year" plan, with one of the following options:

   a) Teach half-time for full academic year at full pay with participation in benefits programs provided employee continues to contribute in accordance with the University's benefits policy;

   or

   b) Teach full-time for half of academic year at full academic year's pay with full benefits as described in a) above.

   Retirement occurs at the end of the above academic year.

4. Retired faculty member may be employed as an adjunct at the discretion of the Deans.

5. Retired faculty will be designated "emeritus" and when available "office space" and support services (such as Xeroxing, typing) will be made available.

6. The University will assist in identifying a "medical supplemental" plan for retirees to join so that there may be better group rates for the individual.

7. The University will host an annual celebration (such as a dinner) as part of the recognition to be given to retirees.

8. The University will provide for an organization to be formed of all Saint Thomas University retirees, which would include a modest budget to provide assistance for meetings as well as opportunity for retirees to serve as non-voting members on University and Faculty Forum committees.
FACULTY SERVICE LOADS
Ordinarily the full-time faculty will be expected to carry a teaching load of the equivalent of twelve semester hours of undergraduate or graduate instruction during a semester. The faculty member will also be willing to undertake active membership on at least one major committee, to serve as an advisor in an extracurricular activity, and to participate in the academic guidance and counseling of students. Chairpersons of academic departments will be given a reduced teaching load because of their additional administrative work. They may not normally teach overloads except during the summer.

FACULTY OVERLOAD POLICY
Full time faculty may teach no more than two overloads per contract year without permission from the appropriate college or school dean. This policy also applies to those who have course reassignments: so that someone whose contract, with course reassignments, require them to teach six (6) courses annually may arrange with his/her chair to teach up to a total of eight (8) courses in a contract period. Any teaching load over that must have approval of the appropriate college or school dean. (Academic Policy Council 02/27/03; Vice President for Academic Affairs 02/28/03.)

St. Thomas University’s College/Schools offer opportunities for “overload teaching assignments” to qualified full-time faculty before adjuncts are employed. (Approved Faculty Forum 11/16/07; Provost of the University 06/10/08.) Before any courses are offered to an adjunct, qualified full-time faculty across the university are offered courses either as part of their in-load or as an overload, including summer terms. (Revised APC 4/30/13.)

The following limitations will apply concerning the assignment of teaching overloads:

1. Full-time faculty members are limited to a maximum of one overload per semester. Prior approval must be obtained from the dean for any exceptions to this limit.
2. Administrators are limited to teaching one course per semester with approval of their immediate supervisor. Administrators should only teach evening, weekend, or online courses to avoid potential conflict with or compromise their regular duties at the University.
3. Part time/adjunct faculty must not teach more than 9 credits in any 16 week reporting period (fall, spring or summer). This restriction covers all semesters and terms, delivery format (traditional classroom, blended, or online), discipline, and/or programs. The dean of the school or college to which an adjunct faculty is assigned is responsible for the monitoring of the policy. (APC 2/19/13).

The following limitations will apply concerning the assignment of full-time faculty teaching during the summer:

Full-time faculty may teach no more than four courses (12 credits) in total regardless of academic level, term, or delivery method during the summer semester when the individual is off his or her regular faculty contract. No full-time faculty member can be required to teach during the summer, except those who are contracted to teach during the summer. (Approved PEC 03.24.14; APC 03.25.14; Provost of the University 04.9.14).
FACULTY LOAD POLICY

The University academic administration established criteria based on SACS criteria for faculty loads to ensure continued equity.

This load criterion suggests approximate maximum levels for faculty loads in three areas over the standard faculty contract period:

<table>
<thead>
<tr>
<th>Load Criteria</th>
<th>The Criteria is as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Students Taught</td>
<td>185 Students Taught</td>
</tr>
<tr>
<td>Number of Course Preparations</td>
<td>6-Course Preparations</td>
</tr>
<tr>
<td>Number of Advisees</td>
<td>35 Advisees</td>
</tr>
</tbody>
</table>

It is the ultimate responsibility of the Provost of the University and Chief Academic Officer to determine if an adjustment in load is warranted.

FACULTY EVALUATIONS

During each teaching period, the members of the faculty are evaluated by the students enrolled in their classes. On an annual basis, the faculty are evaluated on administrative and instructional procedures by the Department Chairperson or appropriate college or school Dean. Also on an annual basis, the faculty members conduct a self-evaluation through the Faculty Activity Report. Copies of all faculty evaluations are sent to the Provost of the University and Chief Academic Officer.

Student Evaluations: Faculty members are evaluated by the students in their class, which the evaluation form is now completed online. The Associate Provost, Office of Academic Support Services, will send out an email informing the schools and college deans when the online evaluations will be available for student participation. The schools and college deans will then inform the faculty and adjuncts. Term course evaluations are available three weeks prior to the course’s end date through the start of the final exam week (final exam week = 1 week before the course’s end date as specified in Datatel.) Blackboard course closing dates and the course evaluation dates are all COURSE BASED, NOT term based.

Course Evaluations

Students are encouraged to participate in St. Thomas University’s online course evaluation. Instructors of on-site classes are expected to provide students with the opportunity to complete this online survey at one of the on-campus computer labs. Instructors of on-line classes are expected to encourage students to complete the online survey. (Approved PEC 02.27.12)

The purpose of the student course evaluations is to provide summative evaluation, leading to the improvement of teaching methods and/or course content as well as the assessment of faculty performance for contract renewal, advancement, merit raises. (Approved by the DC Committee 12/13/02, Academic Policy Council 12/12/02 and by the Vice President for Academic Affairs 12/13/02.)
Student Evaluation of a faculty member has been revised and approved by the Educational Policy Committee, Faculty Forum and the Academic Policy Council as of May 6, 2014; Provost of the University and Chief Academic Affairs approved August 31, 2014.

Likert Scale:
1=Strongly Disagree
2=Disagree
3=Neither Agree Nor Disagree
4=Agree
5=Strongly Agree
0=N/A – this is not included in the calculation of the mean for each question

New Questions:
1. The instructor was well prepared and organized
2. The instructor was knowledgeable about the subject matter
3. The instructor was skilled in communicating his or her knowledge by using appropriate techniques
4. The instructor encourages class participation and welcomes student’s comments
5. The instructor returned assignments and tests or made them available to review to students in a timely manner
6. The instructor effectively gave feedback
7. The instructor was generally available during office hours
8. The course included a syllabus which clearly defined course objectives, assignments and grading criteria
9. The syllabus included relevant and helpful materials and resources (e.g. textbooks, handouts, electronic resources)
10. This course provided a satisfactory learning experience

Open-ended Questions:
11. What did you find most challenging about this course?
12. What recommendation would you suggest to improve the course?
13. What did you find most helpful about this course?

Accessing Faculty Members Evaluations: Faculty evaluations can be accessed as follows:
- Go to the STU Web page
- Click on My Bobcat
- Go to the right side of Web Advisor and find Online Reports
- Click on Access Your Authorized Reports Here
- A screen opens and shows the word Web
- Click on Web and another window opens with the following selections: Course Evaluation Report; Course Evaluation Summary; and Course Evaluation Dates Report

If the faculty member experiences difficulty accessing their faculty evaluations, faculty member should contact the Help Desk at STU OIT Help Desk or call 305.628.6610 for assistance.
ADVISING POLICY
Academic Policy and Procedures Manual June 1, 2012

1.2.1 ADVISING POLICY (APC 02/01/02)
Faculty members are expected to provide academic advising to students as assigned by the school or college dean. Faculty will post regular established hours for academic advising during the academic year. Faculty will advise students in the scheduling of their courses for registration throughout the year. Faculty will advise students to help them plan their programs; explore career alternatives, and aids in resolving any academic problems. Faculty advisors will also ensure that the undergraduate academic experience is as valuable as possible by assisting students in the sequencing of their course work.

Students should be aware, however, that knowledge of and adherence to policies of St. Thomas University, both academic and otherwise, ultimately are the responsibility of the student. The academic policies are published in the annual undergraduate and graduate catalogs.

Upon admission to St. Thomas University, students will be assigned an academic advisor according to their declared major or area of interest. The dean of each school/college will be forwarded a list of students according to claimed majors within their respective school/college. The dean of each school/college will provide the Office of Records with a list of faculty assigned to each student. This process will occur in September and January.

Students with an undeclared major, but no later than the beginning of one’s second year, will be assigned an advisor by the Academic Enhancement Center (AEC). Upon a demonstrated interest in a major, the student will be assigned to an advisor following the process stated above. The advisor’s name will appear on the student’s Academic Evaluation Record and they will receive a letter in the mail informing them of the major advisor. Each school/college will be responsible for implementing an appropriate advising plan for their school/college.

Advisement is expected for all undergraduate students.
1. All first-time students and students with hold flags must meet with his/her advisor and secure signed approval for the selected courses to register.
2. All students registering in person at B.A.S.I.C must have an advisor’s signature to register.

ADVISING POLICY ADDITION (APC 08/26/03)
A qualified Faculty member is assigned as a Coordinator or Director for each program. There are no course releases for being a coordinator or program director. No payment is given to coordinators. Those who are selected to be a program director by their respective dean are given a stipend for the fall semester and a stipend for the spring semester. There are no program directors for the summer semester. Those program directors who are also department chairpersons do not receive a stipend.
FACULTY ACTIVITY REPORT

The faculty activity report is a summation and plan for the faculty member's participation in the following areas (Approved by DC Committee 12/12/05; APC 1/31/06; and Provost 2/16/06):

- Teaching and Advisement
- Scholarly and Creative Efforts
- Uncompensated Service and Professional, University and Community Service
- Compensated Administrative Services/Duties

It is the responsibility of the faculty to update their academic credentials each calendar year and submit with their Faculty Activity Report to the Chair of their Department or dean of the appropriate college or school. The vita must be updated. However, faculty is also encouraged to provide supporting material, which may include but is not limited to: Official transcripts, official documentation of professional work experiences, records of publications, certification and other qualifications. It is the chair’s responsibility or appropriate dean of the college or school to collect the updated vita and documentation. (Approved by DC Committee 9/24/02, Academic Policy Council 9/24/02 and by the Vice President for Academic Affairs 10/09/02.)

FACULTY EVALUATION REPORT

The faculty evaluation report is prepared by the Department Chairperson and/or appropriate dean of the college or school and submitted to the Deans. The faculty member, after reviewing the faculty evaluation report, signs the report as an indication that he/she has read it. The signature of the faculty member does not indicate agreement with the report. Some of the areas for evaluation include:

- Faculty Activity Report
- Student evaluations of faculty
- Following university policies and procedures
- Participation in Departmental meetings
- Participation in University functions.
- Following Department guidelines
- Class attendance, classroom organization, office hours, and procedures covering grades and administrative deadlines.

Purpose of Faculty Evaluation

The purpose of the faculty evaluation is to improve performance in teaching, research, and service, and to provide a basis for contract renewal, advancement and merit raises. (Approved by the DC Committee 12/03/02, Academic Policy Committee 12/12/02 and the Vice President for Academic Affairs 12/13/02.)

All reports are eventually submitted to the Provost of the University and Chief Academic Officer and placed in faculty files in the office of the Provost of the University and Chief Academic Officer.
TEACHING SPECIFIC POLICY/PROCEDURE

Before the Course Begins

Syllabus
Information regarding syllabi is presented in the section listed below: After Class Begins.

All faculty must include their grading scale in their syllabus regardless if the University grading scale specified in the current faculty handbook, or their own modified grading scale is being used. (Approved by PEC 07/19/10; APC 12/02/10; Provost 01/03/11.)

Textbooks and Instructional Material
Textbooks for all courses are to be chosen after consultation with the Department Chairperson. Exceptions must have the Dean's approval. The administrative assistant or department secretary can assist faculty with the necessary forms for acquiring "desk copies" of texts. Faculty are responsible for electronically posting the required textbooks or indicating no need for a textbook. Deadlines for electronic posting of textbooks are announced by the Office of Records Management.

This policy has been adopted due to new Federal regulations from the HEOA Textbook Provision, Sec. 112,(d) “Provision of ISBN College Textbook Information in Course Schedules – To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall – 1) disclose, on the institution’s Internet course schedule and in a manner of the institution’s choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution’s course schedule used for preregistration and registration purposes, except that – A) if the International Standard Book Number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the author, title, publisher, and copyright date for such college textbook or supplemental material; and B) if the institution determines that the disclosure of the information described in this subsection is not practicable for a college textbook or supplemental material, then the institution shall so indicate by placing the designation “To Be Determined” in lieu of the information required under this subsection; and 2) if applicable, include on the institutions’ written course schedule a note that textbook information is available on the institution’s Internet course schedule, and the Internet address for such schedule.” – Amendment made by subsection shall take effect on July 1, 2010.

Copyright Law Guidelines
The University Library is here to support and provide guidance and resources for your use of copyrighted materials. On the Library’s website, http://web.stu.edu/LibraryServices/CopyrightInformation/tabid/3714/Default.aspx, you will find links to copyright laws including the TEACH Act, guides to using copyrighted print, digital, visual, and audio information, and a list of print resources that are on permanent reserve at the Circulation Desk on copyright.
Section 107 of the copyright law states that:
...the fair use of a copyrighted work, including such use by reproduction in copies of phonorecords or by any other means specified by that section (Sec 106) for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research is not an infringement of copyright.

The following are four criteria for evaluating the fair use of copyrighted materials in an educational setting:
1. The purpose and character of the use, including whether such is of a commercial nature or is for nonprofit educational purpose,
2. The nature of the copyrighted work,
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
4. The effect of the use upon the potential market for or value of the copyrighted work.

If you have additional questions or concerns, please feel free to contact any of the librarians at the University Library.

Classroom Assignments
Classrooms are assigned by the Office of Registration and Records Management. Please communicate to the Senior Assistant Registrar directly any specific requests (ground floor classrooms due to a disabled student or faculty member special room needs where equipment is set up). Please do not change rooms without notification of and approval from the appropriate Deans and Office of Registration and Records Management representative as a room, which seems available may be otherwise committed to another class.

I.D. Cards
Faculty may obtain a picture I.D. card from the Human Resources Office, which is located in Mimi Dooner Hall, Room 104.

Parking Decals
Contact the Human Resources Office to obtain information for parking decals.

AFTER COURSE BEGINS
Guest Speakers
If faculty members wish to invite a guest lecturer to class, they should secure approval beforehand from the Department Chairperson. A faculty member may not engage such adjunct services with a promise of remuneration without written consent of the Department Chairperson and the Deans.

Instructor Class Attendance/Absence
Faculty members are expected to meet all classes assigned to them during the academic semester. Whenever you cannot attend class, please contact your Department Chairperson or appropriate dean of the college or school. If you know of an absence in advance, please arrange for a replacement and inform your Department Chairperson or dean of the appropriate college and school of the arrangement. A listing of the faculty member’s schedules should be posted near the entrance of the
faculty member's office. A written copy of faculty member's classes should be sent to the Department Chairperson, as well as the dean of the school or college.

In the event that the class is to meet off-campus (as in the case of a field trip) or must meet in a different classroom as originally assigned (media center, etc.), the Office of Registration and Records Management and the Department Office must be advised so that they can direct any students who were absent when the change was communicated. Evening classes, notify the Office of Registration and Records Management or the B.A.S.I.C. center in Mimi Dooner Hall. For this purpose as well, it is advisable that the instructor keep the names, addresses, and phone numbers of the students in each class. The faculty member can then communicate with students directly.

Canceled Classes
St. Thomas University cancels courses for which there are insufficient enrollments. In general, course with less than 10 students are subject to cancellation. When courses are canceled, the Office of Registration and Records Management will provide a list of names, telephone numbers, and addresses of the students to the Chairperson or to the representative designated by the Chair or to the dean of the college or school who will attempt to notify the students who have not been contacted. Students are advised to contact their academic advisor to find a suitable replacement for the canceled course. All fees related to the canceled course are refunded if the student is unable to find a suitable replacement.

However, you may be requested to meet the class the first day in case enrollment increases. In any event, your Department Chairperson or appropriate dean of the college or school will notify you if your class has been canceled and make arrangements for your reassignments.

Class Rosters
Class rosters are available via Web Advisor. For instructions to obtain your class rosters, go to http://www.stu.edu/IMP/pdf/WebAdvisor Instruction Book.pdf . If you need your User I.D. and Pin Number for Web Advisor, please communicate with the Registrar’s Office at 305.474.6953.

Religious Holy Days
St. Thomas University ascribes to the fundamental vision of the Judeo-Christian tradition and of the Catholic Faith, and values the wisdom to be found in the Bible and in other religious teachings. St. Thomas attempts to establish a Christian environment in which all may develop spiritually as well as intellectually. In a spirit of ecumenism, the University attempts to enroll qualified students from diverse traditions, cultures, and systems of beliefs, and welcomes all who wish to experience its character and identity. In this spirit, the University recognizes the rights of students, faculty and staff to observe their religious holy days. Students, faculty and staff should make arrangements in advance with their appropriate professor, department chairperson, or supervisor to observe a religious holy day which is not scheduled in the university calendar as an official day of observance.

Student Absences
Instructors are allowed to set their own attendance requirements for their courses within the following guidelines. In each syllabus, faculty members must clearly state their attendance/tardiness policy and the consequences for not adhering to it, i.e. the penalty for each missed class. (Approved by DC Committee 12/02/05; APC 12/08/05; and Provost 12/15/05.)
**Attendance Tracking**

The faculty must take attendance for each course. At the end of the term, faculty must submit a list of all students who did not successfully complete the course (received a grade of “I,” “NP,” or “F”) along with the last date of attendance of these students; this information may be submitted by entering the dates on the grade roster, delivering it in person to the Registration and Records Management Office, sending the list via fax, or email, or by entering the last date of attendance in WebAdvisor when entering grades. The list is due when final grades are due for the course. This policy is to be implemented across the board for all courses in all programs. (Approved by DC Committee 12/02/05; APC 12/08/05; and Provost 12/15/05.)

**New Attendance Policy**

Beginning July 1, 2011, any institution that requires the faculty to take attendance for any part of the semester, now is defined as an institution required to take attendance and the institution must return any unearned Title IV funds within 45 days of the student’s last actual date of attendance. In addition, we can no longer use an official withdrawal as the last date of attendance. The institution must document a student’s unofficial withdrawal (last date of attendance) and maintain that documentation.

Beginning July 1, 2011, attendance is course specific. In addition, the definition is somewhat different for regular courses which meet in a classroom and distance education courses. For regular classroom courses, the student can attend the class, turn in an assignment or engage in any interactive course related activity with the instructor. The requirement to demonstrate attendance is engaging in a current course activity.

To be counted as in attendance for an on-line course, the student must actively respond to a current activity in the course. No longer will logging on or submitting a previously assigned paper or project be considered as attending the class. The U.S. Department of Education has decided that this does not in any way identify the individual as the person who will receive the credit for the course. These changes will impact A-term courses and cohort courses where the individual courses do not span the full semester. Previously we treated these courses like all other courses. Beginning July 1, 2011, any student who stops attending a compressed course who is not also registered for and attending some other course, who does not confirm that they plan on attending another modular/compressed or regular course within 45 days, will be considered withdrawn. This change implies that institutions can no longer assume based on an earlier registration, that the student will attend a later compressed course if they stop attending a current course.

Prior to July 1, 2011, attendance for **Distance Education Courses** could be demonstrated simply by logging into the course or submitting an assignment electronically. However, as the next step implementing the requirement that the individual who registers for a **Distance Education Course** and gets the credit for the course must also do the work for the course (required by the reauthorization of the Higher Education Act), the U.S. Department of Education has changed the definition of attendance. To be counted as in attendance for an **On-line Course**, the student must actively respond to a current activity in the course. No longer will logging on or submitting a previously assigned paper or project be considered as attending the class. The U.S. Department of Education has decided that this does not in any way identify the individual as the person who will
receive the credit for the course. See the specific requirement from the Federal Register quoted below.

“With respect to what constitutes attendance in a Distance Education context, the Department does not believe that documenting that a student has logged into an on-line class is sufficient by itself to demonstrate academic attendance by the student because a student logging in with no participation thereafter may indicate that the student is not even present at the computer past that point. Further, there is also a potential that someone other than the student may have logged into a class using the student’s information to create the appearance the student was on-line. Instead, an institution must demonstrate that a student participated in class or was otherwise engaged in an academically-related activity, such as by contributing to an on-line discussion or initiating contact with a faculty member to ask a course-related question. This position is consistent with the current guidance the Department has provided to individual institutions regarding the applicability of the regulations to on-line programs.”


Procedures for Recording Attendance
St. Thomas University faculty must take attendance in all classes; maintain attendance records, and record students’ attendance into a database on a regular basis. This must be done for all courses, including those in the Law School. A report will need to be created which can be used to monitor student attendance. When a student has stopped attending classes for some relatively short period of time, the student’s advisor needs to get the list of students so that they can be contacted. Two weeks would probably be appropriate. At the end of three weeks of no attendance a warning should be sent to the student. If the student fails to respond or begin attendance within four weeks, then the report should be sent to Financial Aid so that the process of returning any unearned Title IV Aid could begin. For such a system to work, all faculty will need to enter attendance information on a weekly basis. Failure of any faculty to enter the necessary information could result in no warnings being sent to the student and the Title IV funds would not be returned within the required 45 day interval. Students would be assumed to be present, if they were not entered into the database. Failing to return funds in a timely manner could result in the institution losing its eligibility for Title IV funds.

Midterm Progress Report
At the middle of the term/semester faculty need to provide a progress report for ALL undergraduates in Datatel/Web Advisor of at least (Passing, Failing, or D.) [Approved by APC and Provost 4/29/09.]

Student Academic Problems
If students are performing below average or have missed assignments, you should deal with the student directly or seek the assistance of the Department Chairperson. You may advise the student to seek free tutoring services available through the Academic Support Center in the Institute for Workforce Enhancement Building. If you believe the student has an English as a Second Language problem, you can refer the student to the Academic Enhancement Center also located in the Institute for Workforce Enhancement Building.
NOTE: STARFISH HAS REPLACED F.I.R.S.T and S.T.A.R.

STARFISH
To enable proactive advising for students, the University is implementing the Starfish Retention Early Alert and Connect, and Ellucian’s Colleague Academic Planning systems in fall of 2015. The University is replacing the F.I.R.S.T and S.T.A.R. systems with Starfish. Reasons include the ability of Starfish to integrate data from multiple systems, easier use for faculty and academic advisors, the ability to generate communication based on system data as well as alerts entered by faculty. The student interface allows a student to track their academic progress. Starfish permits automated communications to the appropriate individuals. Its Early Alert system will be configured for faculty and advisors to enter alerts, as well as to use pre-determined triggers based on data integrated from other systems, such as Ellucian’s Colleague and STU’s learning management system, Blackboard.

Ellucian’s Colleague Academic Planning system permits students to work with their assigned academic advisor to plan and schedule courses aligned with their chosen program of study. Additionally, the system facilitates communications between academic advisor and advisee related to academic planning and course selection. Its automation permits students to be more aware of their commitments. Improving self-service systems for students and providing tools to improve communications between academic advisors and students is critical to student success.

These tools allows for shifting academic advising resources from course scheduling to proactive advising, academic planning, identifying at-risk students and determining appropriate interventions for those students.

In addition, Testing Services and Career Services were integrated into the new Student Success Center initiative, and current tutoring and lab services (Math Lab, Writing Center, ESL Lab, & Tutors) are moving into a re-designed S.O.C.R.A.T.E.S. Tutoring Lab in the 2nd floor of STU’s Library, where most of the student support resources are also housed. In an effort to properly assess and track progress, the Institutional Research Director and functionality of the department were also placed under the Student Success Center and report directly to the Associate Provost for Student Success.

Our goal is to become the premier Catholic University in the South East US. While we have made positive strides towards increasing 4-year graduation rates, there is still much to be desired! This year St. Thomas University increased its 4-year graduation rate from 27.8% (Fall 2010 FTIC/Full Time Cohort) to 36.4% (Fall 2011 FTIC/Full Time Cohort). However, our target 4-year graduation rate for the Fall 2015 FTIC/Full Time Cohort is 62.8% by academic year 2019-2020! (Associate Provost for Student Success and approved by Senior Staff 2015.)

Student Cheating
Refer to the Current Academic Policy and Procedures Manual, Section 2.2.1 located on the STU Web page for the Academic Code of Conduct.

Student Discipline
It is rare that discipline is a problem. However, if student misconduct occurs, in the case of academic dishonesty, report the incident to the Department Chairperson or Dean of the College or
Schools. In all other cases, report the misconduct to the Acting Vice President for Student Affairs. In threatening situations, you may request a security guard to be present.

**Process for Dealing with Faculty Incidents**

1. Faculty reports the incident to Public Safety immediately.
2. Public Safety shall inform the faculty member that he/she has a right to contact the local police authority regarding the incident.
3. Public Safety files a written report within 24 hours to the following: Acting Vice President for Student Affairs, Provost of the University and Chief Academic Officer and Director of Administration.
4. When the Provost and Chief Academic Officer receives a report from Public Safety of a faculty member’s involvement of an incident on campus, he/she will then contact the faculty member with a plan for resolution of the problem at hand, including a projected timetable, within 24 hours* of the receipt of the report.
5. In an effort to facilitate due process, all parties involved will have the right to review all written statements pertaining to the incident within 24 hours* of receipt of request from the faculty member. (Passed Faculty Forum 5/02.)

*24 hour timetable in this motion will be reviewed by the Faculty Forum during the 2002-2003 academic year. The Provost of the University and Chief Academic Officer can commit to only 48 hours.

**Students’ Use of Cell Phones and Pagers Policy**

Belief in the value of the educational process and acceptance of the importance of learning, coupled with respect for fellow students and the instructor dictate that cell phones and pagers be turned off or put in a vibrate or visual mode for all classes and in the Library at all times. Except in the case of emergency with prior consent of the instructor, answering calls or talking on the phone while classes are in progress is prohibited. (Passed Faculty Forum 4/26/01.)

**Student Withdrawal**

At a time designated by the Office of Records Management, students have the option to withdraw from a course. You should note this date on the academic calendar, notify students of its significance, and be prepared to answer questions students may have about grades.

**Developing a Syllabus**

A description of the instructional techniques must be included in the syllabi for each class. Since description of how the instructional techniques flow from the mission of the university, each syllabus must include a statement of how this occurs. In addition, an assessment component and library component must also be indicated on the syllabi. The dates for student course evaluations should be indicated on the syllabus. [Syllabus format is found in an Appendix of the Current Academic Policy and Procedures Manual.] 05/28.02

**Syllabus Access Policy**

1. Individual course syllabi for all courses offered by the University must be available to the members of the University community, including all students, faculty, staff, and administrators.
2. Individual course syllabi may not be generally accessible to the external community for browsing purposes, but the administration may release particular syllabi as requested to serve the best interest of the students, alumni, faculty, or the university. Faculty members retain the option of making their individual course syllabi available to those outside the university.

3. Master syllabi for all courses are available to anyone and can be made generally available from browsing purposes to those external to the immediate university community.

**Syllabus Grading Scale**

All faculty must include their grading scale in their syllabus regardless if the University grading scale specified in the Faculty Handbook, or their own modified grading scale is being used.
STANDARD COURSE SYLLABUS TEMPLATE
St. Thomas University
(Revised May 3, 2010 – Provost Executive Committee; May 6, 2010 Approved Academic Policy Council)

All course syllabi must be posted in Blackboard in the folder entitled Syllabus. If you are unsure about where or how to accomplish this task, work with your program coordinator to ensure the syllabus is uploaded properly to Blackboard.

| COURSE PREFIX, NUMBER, SECTION AND TITLE |
| SEMESTER/TERM |
| DAY, TIME, AND LOCATION OF CLASS |

INSTRUCTOR: Name, Phone Number, Office Hours & Location where students can meet with you.

TEXT AND REQUIRED MATERIALS: List all required texts with the author, title, date of publication, publisher, ISBN number, and list price for each text; any other materials and the required format (APA, Turabian, Chicago, etc.) for all written assignments.

COURSE DESCRIPTION: The catalog description of the course must be used as the course description.

INSTRUCTIONAL TECHNIQUES:

LIBRARY USE / INFORMATION LITERACY ASSIGNMENT: Construct an appropriate assignment – with defined learning outcomes – that utilizes University provided library / learning resources. *SEE ADDENDUM – “Sample Assignments.”

STUDENT LEARNING OUTCOMES AND ASSESSMENT:
Identify the appropriate institutional, program, and/or course learning outcomes to be introduced and assessed in this course:
- Institutional Student Learning Outcomes and Assessment (if appropriate)
- Program Student Learning Outcomes and Assessment (if appropriate)
- Course Student Learning Outcomes and Assessment (required)

The number of outcomes to be introduced and assessed should be a reasonable number based on the level of the course and its content. The Program Coordinator, Dean or Associate Provost can assist with the inclusion of institutional and program level student learning outcomes and the development of appropriate course-level student learning outcomes and their assessment.

CATHOLIC IDENTITY/DIVERSITY REQUIREMENT (If Appropriate): Describe how this course can be used to fulfill either the Catholic Identity/Diversity graduation requirement.

SCHEDULE OF ACTIVITIES AND ASSIGNMENTS: List by date the topic(s) to be covered and the assignments that need to be completed prior to class. Also, list dates that course evaluations are available to students.

GRADING: An explicit discussion of the method of grading, including the format for and content of tests, requirements for papers, “points” and method of grade calculation. This section must include any required assessments listed under Student Learning Outcomes. **

ATTENDANCE/TARDINESS: See “Student Absences” policy on page 40, 2010-2011 Faculty Handbook.


EXPECTATIONS: Should cover your expectations regarding format for papers, penalties for late work, and anything that may be important to you.

SUPPLEMENTAL READING LIST: A listing of books, journals, and media that relate to the course content and will enable interested students to explore topics of interest of greater depth. The library will be very interested in the titles of materials you include in this list.

** All faculty must include their grading scale in their syllabus regardless if the University grading scale specified in the current faculty handbook, or their own modified grading scale is being used. (Approved by PEC 07/19/10; APC 12/02/10; Provost 01/03/11.)
SAMPLE LIBRARY ASSIGNMENTS

University Library
The University Librarians encourage all programs and classes to include an information literacy assignment. It is important that library assignments not just be busy work; rather, they should be unique learning opportunities crafted according to the learning outcomes of the class. Faculty should contact the library liaison for their school or college to collaborate in the creation of assignments that engage the best sources of information and foster learning.

In general, the best library assignments engage students by using several different mediums of information including books, e-books, academic journals, newspapers, archival and primary source materials, and audio-visual resources. Instead of just finding information, great library assignments require the student to explore the materials by making connections between them, working in multidisciplines, and producing an assignment that blends both analysis and creativity. Assignments should include the student coming to the library, either in person or virtually as individuals or as a class, for bibliographic instruction at their point of need.

Sample Library Assignments
1. 3D Technology
   i. **Possible Academic Disciplines:**
      i. Art: the history, development, and use of 3D technology in photography
      ii. Business: 3D technology as an enterprise through technology production and/or use of 3D technology to produce viable business ventures (such as films or technology development)
      iii. Communication: use of 3D technology among media outlets, an exploration of the potential for 3D technology to reshape traditional media outlets for communication

   ii. **Possible Sources of Information:**
       Databases and E-resources:
       - E-book collection
       - ProQuest Central
       - ABI/INFORM
       - Computer Database
       - New York Times
       - Encyclopedia of Science & Technology (via Gale)
       - JSTOR

2. Slavery
   i. **Possible Academic Disciplines:**
      i. Ethics: ethical issues related to the historical slave trade and/or modern forms of slavery
      ii. History: exploratory research on the history of the slave trade, research on primary source research to discover first-hand information on the realities of the transatlantic slave trade
iii. Political Science: slavery in today’s world, human trafficking, the international sex trade, human rights and slavery
iv. Theology: historical responses of religious organization to slavery, the theological argument against slavery and examinations of human rights

ii. Possible Sources of Information:
   i. Slavery and Anti-Slavery in America (via Gale)
   ii. ProQuest Central
   iii. Academic Search Premier
   iv. Latin America & Caribbean Portal (via Gale)
   v. E-book collection
   vi. JSTOR

3. Going Green
   i. Possible Academic Disciplines:
      i. Business: the impact of green business practices, efforts to green businesses for a sustainable future
      ii. Political Science: the question of sustainability in political decision-making and other green issues related to local, national, and global political realities
      iii. Ethics: an exploration of ethical issues related to sustainability and green practices
      iv. Science: the development of green technologies and the future of these technologies

   ii. Possible Sources of Information:
       Databases and E-resources
       • E-book collection
       • Green Culture: An A-to-Z Guide (via SAGE)
       • Green Education: An A-to-Z Guide (via SAGE)
       • Green Ethics and Philosophy: An A-to-Z Guide (via SAGE)
       • GreenFile (via EBSCOhost)
       • Green Health: An A-to-Z Guide (via SAGE)
       • Green Issues and Debates: An A-to-Z Guide (via SAGE)
       • Green Technology: An A-to-Z Guide (via SAGE)
       • ProQuest Central
       • Academic Search Premier
       • Environment web collection

4. Fact checker
   i. Multidisciplinary: select a topic related to the course, have students look up materials on the internet or Wikipedia and then search the library for information on the same topic. The goal of the assignment is to teach students to move beyond the web as a source of information and learn to evaluate the credibility and reliability of resources. A library instruction session can facilitate the research process and introduce students to appropriate sources for research in the relevant subject area.
ii. **Possible Sources of Information:**
   1. library catalog
   2. library databases
   3. e-book collection
   4. library instruction session

Library assignments should be updated every year to adapt to changing technologies and introduce students to the latest resources and research materials.

**More information on effective library assignments:**
California State University Long Beach [http://www.csulb.edu/library/instruction/assignments.html](http://www.csulb.edu/library/instruction/assignments.html)

**ENDING THE COURSE**

**Final Examinations:**
Final examinations are to be given in accordance with the schedule compiled under the direction of the Registrar. For evening once-a-week courses, the final examination will usually be given on the same evening as the regular class meeting. Exceptions to this schedule must be approved in advance by the Deans of the College and Schools, and the Provost and Chief Academic Officer.

In the event of a scheduled conflict of examinations, the student must request in advance a special examination from the instructor. In such a conflict, a required major subject shall take precedence over a make-up or repeat course. If a student is to be absent from a final examination for any reason other than a conflict of schedule, permission from the instructor must be obtained and the exam made up as the instructor deems appropriate.

**Grade Collection:**
Faculty are required to submit grades on the Web (Web Advisor). Faculty should indicate the last day of attendance for all students who made a grade of “F” or “NP.” Faculty must submit grades for all students in all courses (DC Committee, APC 10/28/04). The “UW” grade is to be given only to students who never attended your class (DC Committee, APC 08/04/03). Instructions for grade input can be found at [http://www.stu.edu/IMG/pdf/WebAdvisor_Instruction_Book.pdf](http://www.stu.edu/IMG/pdf/WebAdvisor_Instruction_Book.pdf).

Do not post or publicly announce grades since this is a violation of federal law. At your discretion, you may accept self-addressed, stamped envelopes or postcards from students so they can receive their grades prior to mailed reports.

However, grades are available to the student via Web Advisor as soon as they are verified by the Office of Records Management. Grades are due no later than 5:00 P.M. on Monday following the final examination period.
AFTER THE COURSE ENDS
Retain all final exams for at least one semester after the course ends.

Academic Grievances (Grade Appeals):
It is assumed that most grievances will be resolved in conversation between student and professor. **Grade appeals** must be initiated NO LATER than 45 days after the end of the semester or term which the grade was received. Requests for an appeal filed after the 45 day deadline will be automatically rejected from consideration.

To appeal a grade a student must do the following:
1. The student must discuss the grade with the course instructor and attempt to resolve any differences.
2. The student should present, in writing, a specific appeal to the chairperson of the academic department responsible for the course. In disciplines where there is no chairperson, the Dean will appoint an appropriate faculty member to serve in this capacity. This appeal should include the specific reasons why the grade should be reviewed. The chairperson or Dean’s designee will consult with the instructor of the course and any other appropriate parties and render a written decision within 30 days of receiving the appeal.
3. The student may appeal the decision of the chairpersons or Dean’s designee to the appropriate Dean. Such an appeal must be filed in writing no more than 30 days after the department decision is rendered. The decision of the Dean is final and may not be appealed. In college/schools where there is no Dean, the Associate Provost will serve in the Dean’s absence.

In addition to this policy on academic grievances (grade appeals), the University has an active Academic Code of Conduct policy. Please refer to the Current Academic Policy and Procedures Manual located on the STU BobCat Web page.

Grade Changes (Undergraduate):
All undergraduate grade changes where a letter grade other than I, CP, or NG was assigned must be submitted on a Grade Change Form which is to be signed both by the instructor and the department chairperson when appropriate, and the appropriate dean.

Grades are considered permanent upon awarding at the end of each term. A grade assigned for work in a course is not subject to change except in the case of a specific error, which may be corrected upon petition by the student to the instructor of the course and approval of the Dean of the College/School. A grade may be changed by the instructor no later than one year from the completion of the course (APC 2/28/12). A grade cannot be changed after the degree has been posted. All grade change documents will be retained by the Office of Records Management.

Grade Replacement (Undergraduate):
Any undergraduate course graded C- or below may be retaken once for grade replacement within one year. Students taking a course for grade replacement must file the appropriate form with the Office of Records Management at the time of registration. The Dean of the College or School
offering the course can extend this for an additional year when appropriate. Only the most recent grade will be used in calculating the grade point average. (APC 3/12/09)

**Incomplete Grades (Undergraduate):**
A professor may give the grade of Incomplete (I) in unusual and exceptional circumstances. Incompletes are rare and given at the sole discretion of the professor. All Incompletes must be finalized prior to the midpoint of the following semester, excluding summer terms. Incompletes not finalized by the deadline automatically convert to an F (Failure). If it is necessary for the student to attend the course in another semester in order to make up an incomplete, the student must register for that course as an Audit.

**Incomplete Grades Update (Undergraduate) (APC 11.12.08)**
Allow the student who received an “incomplete” grade but has not completed sufficient work to complete the course in accordance with the normal “I” procedures, to “sit in” on a subsequent section of the course but require the student to sign up as an “audit” in which the student pays for one credit, the student would then be automatically enrolled in “Blackboard.”

**Make-Up of Work in Event of Non-Availability of Professor (Undergraduate):**
In the event of death or unavailability of a professor for any reason, students who need grades recorded or changed should be assigned to a faculty member by the department chairperson. The Dean, after evaluation of the student’s work, will submit the appropriate grade to the Office of Records Management.

**Final Grades Due Date:**
Grades are due the Monday following the end of the Term/Semester (APC 5/4/12).

**Grade Replacement/Change (Graduate):**
Grade replacement is not allowed for any graduate level course.

Students may not repeat a course unless all of the following conditions are met:
1. They have received an "F".
2. The course is required in their degree program.
3. They have applied and received advanced authorization in writing to retake the course from the dean of the appropriate school. Authorization may only be given by the dean upon advice of the student’s advisor.

If a student repeats a course, after receiving authorization, the subsequent grade will be included with the prior grade in computing the grade point average. Students who repeat a course without receiving authorization will not have the subsequent course or grade reflected on their transcript, regardless of their performance in the course.

Grades are considered permanent upon awarding at the end of each term. In the case of errors or other circumstances, a grade may be changed by the instructor with the approval of the Dean no later than one year from the completion of the course (DC 01/26/93).
Incomplete Grades (Graduate):
The grade of Incomplete (I) may be given in a course at the sole discretion of the professor in unusual and exceptional circumstances. Incompletes are extremely rare at the graduate level. All incompletes must be completed prior to the midpoint of the following semester (Fall incompletes completed by Spring; Spring incompletes by the Summer, and Summer incompletes by Fall) or they automatically convert to an "F". Students who are on Academic Probation will not be allowed to register if they have a course(s) remaining as Incomplete.

To be considered for an Incomplete, all of the following conditions must be met:
1. The student has completed the majority of the course assignments for which grades are awarded.
2. When Incomplete is requested, the student (at this point) is passing the course.
3. Unusual or exceptional circumstances have unexpectedly occurred near the end of the term semester which have prevented the student from completing all of the course requirements. In general, the circumstances are typically beyond the control of the student, e.g., sudden illness (sickness), death in the immediate family, significant job change, etc.
4. The student has requested an Incomplete from the instructor and presented a reasonable written plan to make up the Incomplete prior to the completion deadline.

Grading Policy:
If faculty use any scale other than the standard University scale, it must be specified in the syllabus on Blackboard (PEC 07/19/10; APC 12/02/10; Provost 01/03/11).

At St. Thomas University grades are awarded, subject to completion of requirements established by each professor, according to the following equivalencies see Current Academic Policy and Procedures Manual found on the STU Bobcat Web page.

Make-Up of Work in Event of Non-Availability of Professor:
In the event of death or unavailability of a professor for any reason, students who need grades recorded or changed should be assigned to a faculty member by the department chairperson. The Dean, after evaluation of the student’s work, will submit the appropriate grade to the Office of Records Management to assure the student has fulfilled the requirements of the course.
# EXPLANATION OF UNDERGRADUATE GRADES

<table>
<thead>
<tr>
<th>GRADE</th>
<th>POINT</th>
<th>UNDERGRADUATE MEANING</th>
<th>QUALITY POINT</th>
<th>PERMANENCE VALUE</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<td>3.33</td>
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<tr>
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<td>D+</td>
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<td>F</td>
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<td>FAILURE</td>
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<tr>
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<tr>
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<td></td>
<td>AUDIT</td>
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<tr>
<td>NG</td>
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<td>TEMPORARY</td>
</tr>
<tr>
<td>P</td>
<td></td>
<td>PASS (PASS/FAIL)</td>
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<tr>
<td>NP</td>
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**EXPLANATIONS:**

1. The "meaning" of grades is tied to 2.0 necessary for undergraduate graduation.
2. The point equivalencies may be more rigorously set by each department if it so chooses.
3. "CP": Course in Progress: Temporary grade normally given only for internships in progress.
4. "I": Incomplete Grade given for unexpected reason student cannot complete the course.
5. "W": Official Withdrawal by following established procedure (please see add/drop policy in catalogues).
6. "AW": Administrative withdrawal that can be given by the Dean.
7. "UW": Unofficial Withdrawal: (DC Committee, APC 08/04/03). This is an administrative withdrawal that can be given by the Dean provided the student has a legitimate reason for withdrawing.
8. "NG": No Grade Submitted: Temporary grade assigned by the Office of Records and Registration if a faculty member’s grades have not been received.
10. "NP": No Pass: Given for unsatisfactory work in a designated Pass/No Pass course

Refer to the Academic Policy and Procedures Manual dated June 1, 2012 for additional explanations of Items 1 through 10.

For further explanation regarding Dean’s list and "Honor" Averages, please consult the University catalog.
### EXPLANATION OF GRADUATE GRADES

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### EXPLANATIONS:

1. The "meaning" of grades is tied to 3.0 necessary for graduation in a graduate program.
2. The point equivalencies may be more rigorously set by each department if it so chooses.
3. "CP": Course in Progress (temporary grade for internship courses).
4. "I": Incomplete
5. "W": Official Withdrawal (no credit or grade points).
6. “AW”: Administrative Withdrawal can be given by deans.
7. "AU": Audit (no credit or grade points).
8. "UW": Unauthorized Withdrawal. To be assigned only for a student who never attended class (DC Committee, APC 08/04/03).
9. "NG": No Grade Submitted (Temporary Grade).

FACULTY DEVELOPMENT

Faculty Development and Growth
St. Thomas University recognizes the necessity of continued growth and development and offers opportunity for faculty to continue their development throughout their careers. St. Thomas encourages such development through scholarship and research awards, faculty development and travel funds. Each faculty member is to take the initiative in promoting his/her own growth and development as teachers, scholars and especially in professional and occupational fields, practitioners. Such scholarly promotion should not create a conflict of interest or a conflict of commitment to St. Thomas University (A.P.C. 2/1/02).

Distance Education Policy
For information regarding the Distance Education Policy, refer to the Current Academic Policy and Procedures Manual, Section 8.1 – Distant Education Policy.

Faculty Required Training for Online Courses
It will be mandatory for all faculty who wish to instruct online (25%+) to take a 3-week on-line course. Its curriculum will be approved by the Chairs online course subcommittee. Its purpose will be to give faculty an experience in online learning, introduce them to online pedagogies, and give them an opportunity to develop an online syllabus. At completion, faculty will be certified to teach online at STU (though they would still need to get subsequent courses approved for online teaching). The course will be taught at least 3 times per year. The course will be evaluated by the faculty participants. The library will archive the online syllabi. (Approved by the DC Committee 2/10/04, Academic Policy Committee 2/25/04 and the Vice President for Academic Affairs 2/25/04.)

Research/Professional Development Specific Policy/Procedure
St. Thomas University Policy on Intellectual/Creative Property
(Approved by Academic Policy Council 9/3/02 and by the Vice President for Academic Affairs 9/11/02) – Additional information can be found in the Academic Policy and Procedure Manual, Section 8.3.

Section A: Introduction
The primary goals of St. Thomas University (hereafter STU or University) are to teach, to expand knowledge through scholarly studies and research, to fully disseminate the results of such studies and research, and to perform community service consistent with these goals and the mission of the University. Discovery and dissemination of knowledge represent the core of the academic mission at STU; these activities have inherent and essential value to the University and to society. From time to time in the conduct of these activities faculty members, staff, and students may create
information products, make discoveries or invent new and useful devices, and processes of a marketable nature. The University supports these efforts and seeks to create an environment that:

a) protects the primary educational goals of STU by establishing this policy to guide the development of inventions/discoveries of a marketable nature;

b) encourages research efforts and suitable commercialization by equitably allocating ownership rights among inventors, the University, and research sponsors; and

c) provides appropriate campus agency to assist bringing inventions to the public market place and promote their greatest public benefit. STU recognizes that ownership rights in intellectual property should remain with the creator whenever possible. At the same time, the University also recognizes there are situations where the University has a vested interest in certain intellectual property rights due to the nature of the creation of the work, use and cost of facilities and/or equipment available to someone because of their relationship with STU, or specific contractual agreements.

This policy governs the relationship between STU and its faculty, staff, and students in identifying intellectual/creative property and the assignment of ownership rights, such as a copyright or a patent, to either the creator(s) of the work, the University, or joint ownership. The policy of the University with regard to copyrights and patents is intended to foster the traditional freedoms of the University's faculty, staff, and students to do research and publish without sacrificing rights justly due the University and its sponsors and supporters through a fair and reasonable balance of the equities among authors or inventors, sponsors, and STU. At the same time, the policy is intended to ensure that copyrightable and patentable materials in which the University has a legitimate interest and obligation to protect and disseminate are utilized in a manner consistent with the University's mission. [Note: Intellectual/creative property may also involve trademarks or trade secrets. Because of the nature of the University, these are less likely to occur than copyrights or patents. At such time as needed, the University will address trademark or trade secret concerns through individual agreements with the appropriate parties. Those agreements will be consistent with the policy set forth in this document.]

An employee's obligation to teach and/or pursue scholarship or creative work, or to carry out obligations accepted in sabbatical or difference-in-pay leave proposals shall not be interpreted as a specific contractual agreement, nor as extra or "substantial support" unless specified in advance and in writing by all parties involved.

Section B: **Copyright Ownership**

Ownership of copyrightable works produced by authors who are STU faculty, staff, or students shall remain with the authors as defined by federal copyright law, except in the following situations where such rights of ownership shall be shared or be vested entirely with the University:

1) The terms of a University agreement with an external party require STU to hold or transfer ownership in the copyrightable work. These terms shall be made known to faculty, staff, and students who will be involved with work of this nature.
2) Intellectual property resulting from works created with "substantial support" from the University will not be construed as training or financial incentives for online course development shall normally be owned jointly by the authors and the University, and the division of rights and responsibilities for each shall be specified in writing prior to the start of a collaboration between the authors and any University office or personnel. "Substantial support" provided by the University can take any or all of the following forms: financial support from external grants sought by the University, faculty released time, and/or assignment of personnel, facilities or equipment significantly in excess of the normal and customary uses of University resources from any University department to assist the authors in the development of their materials. If this intellectual property becomes a commercial venture, the agreement between the author(s) and the University shall specify the precise limits to the uses of that property beyond STU.

a. Those works for which the intended purpose is to disseminate the results of academic research or scholarly study, such as books, articles, electronic media; and

b. Works developed without the use of appreciable university support and used solely for the purpose of assisting or enhancing the employee's instructional assignment.

3) Works created as a specific requirement of employment or as an assigned University duty are "works for hire" and are University property. Such requirements or duties may be contained in a job description or an employment agreement that designates the content of the employee's University work. If such requirements or duties are not so specified, such works will be those for which the topic or content is determined by the author's employment duties and/or which are prepared at STU's instance and expense, that is, when the University is the motivating factor in the creation of the work. However, STU may invite faculty, staff or students to produce specific works for which they are directly compensated by contract. These products are also "works for hire."

In a particular employment situation, if an author is uncertain about the ownership of the works referred to in this section, before undertaking the drafting, design, creative, or authoring assignment the author shall be entitled to request in writing and to receive a clarifying written statement from the author's department head or supervisor.

When STU commissions the creation of a copyrightable work by an author who is not a University employee, the contract with such author shall specify that the author convey by assignment such rights as are required by the University.

With respect to copyrightable works owned by the University pursuant to this section, the authors may be required to execute such documents as are necessary to vest ownership in such works to STU or its designee. Authors who create works for which ownership vests in the University pursuant to this section shall warrant that such works are their independent creativity and to their knowledge do not infringe any preexisting copyright.

However, by way of exception to any statement found here or anywhere in this entire document, the University shall not assert rights to the following works:
a. Those works for which the intended purpose is to disseminate the results of academic research or scholarly study, such as books, articles, electronic media; and
b. Works developed without the use of appreciable university support and used solely for the purpose of assisting or enhancing the employee’s instructional assignment.

**Section B.1: Copyright Contractual/Licensing Agreements**

As provided above, copyrightable works developed by STU faculty, staff or students using University resources usually and customarily provided (such as office space, standard office equipment, or library and lab facilities, and such equipment as appropriate to the discipline in question) are owned by the authors. Nothing in the specifications regarding contractual agreements, “works-for-hire,” "substantial support," or third-party sponsorship shall prohibit a decision by the University or its auxiliaries to transfer its copyrights solely to the creator. When authors own the copyright for works created with the use of significant University resources beyond those usually and customarily provided, such works will be licensed under separate agreement to the University and shall grant STU the right to use the works in all its programs of teaching, research, and public service on a royalty-free, nonexclusive basis. A sponsor's right to use or own a work created under its sponsorship will be determined by the provisions of its contract with STU.

**B.2 Copyright Administration**

Matters related to copyright issues at STU shall be administered by the Vice President for Academic Affairs. Inquiries pertaining to copyright and/or negotiations regarding the sharing of copyright, proper use of the STU name in copyright notices, determination of "substantial support," and the right to any income resulting from the sale of copyright products shall be addressed to the Provost of the University and Chief Academic Officer. As needed, the Provost of the University and Chief Academic Officer shall convene a **Copyright Advisory Committee** consisting of at least one academic dean, and two members of the faculty with copyright experience, and such outside expertise as needed; advice on legal issues shall be obtained from appropriate counsel. Agreements between the University and the creator of copyrightable materials shall be drawn by the Provost of the University and Chief Academic Officer and approved by University counsel. When copyrighted material created at the University becomes a commercial venture (i.e., sold, licensed, etc.), the minimum royalty to the author(s) whose intellectual property is not "work-for-hire" shall be 50% of the net income. All royalty income from University copyrights shall be maintained in a special STU account and applied to institutional support of activities leading to scholarship and creative work. Authors who hold exclusive copyright under this policy may offer their work through appropriate formats for instructional and other use either at STU or elsewhere. The copyright owner(s) may make separate financial arrangements to receive payments. At the copyright owner’s request, revenues generated from this effort may also be administered through the Office for University Advancement. Fees for this service should be negotiated on an individual basis between the copyright owner(s) and the Office for University Advancement.

**Section C: Patent Ownership**

Inventions typically come about because of activities of STU faculty, staff or students who have been assisted wholly or in part through use of facilities or equipment of the University. These activities may result from a sponsored project, usually a contract or grant to investigate a specific topic, or result from non-sponsored work, usually faculty research, independent student projects, or master's theses where University facilities/equipment are used or faculty guidance is received.
Ownership of discoveries resulting from sponsored activities is established by the agreement between the University and the sponsor. With regard to non-sponsored work, all discoveries are the property of the inventor(s) unless it is clearly demonstrated in the disclosure process described in section C.1 below that "substantial support" has been provided by the University in any or all of the following forms: financial support from external grants sought by the University, faculty released time, and/or assignment of personnel, facilities or equipment significantly in excess of the normal and customary uses of University resources from any department to assist the authors in the development of their materials. Resources usually and customarily provided by the University include office space, standard office equipment, library and lab facilities, and such equipment as appropriate to the discipline.

C.1: Invention Disclosure Process

When an invention or discovery has been made, an Invention Disclosure describing the invention and including other related facts (such as the amount of University time, personnel, facilities, and/or equipment used) shall be prepared and forwarded to the Provost of the University and Chief Academic Officer. An Invention Disclosure is a confidential document that provides information about what was invented in such clear and complete terms that a person skilled in the art can fully understand or reproduce the results and practice the invention. The document also identifies the inventor(s), circumstances leading to the discovery, and facts concerning subsequent activities (e.g., publication). It provides the basis for determination of patentability. When inventions result from coursework, laboratory assignments, or independent research, all contributions by faculty, staff and students shall be stated in the Invention Disclosure form so that inventor status can be established, acknowledged and credited by the University. The Invention Disclosure form can be obtained from the Office of the Provost of the University and Chief Academic Officer.

In reviewing information provided in the Invention Disclosure, the Provost of the University and Chief Academic Officer, with such consultation as may be needed, determines STU's ownership interest in the invention. The results of their review shall be made known to the inventor(s) within two weeks of the submission of the Invention Disclosure. In cases where STU chooses not to exercise any ownership rights, as well as in those instances where ownership of the invention rests entirely with the inventor(s), the University is willing to assist the inventor(s) to find appropriate means for the development of their work. This shall occur on a case-by-case basis under separate agreement between STU and the inventor(s). This results in four options for patenting and marketing an invention:

1) patent ownership rests entirely with the inventor(s), who may proceed independently from the University;

2) patent ownership rests entirely with the inventor(s), who requests assistance from the University and negotiates an agreement with the University for that purpose;

3) joint patent ownership between the University and the inventor(s) is determined from the beginning of the process and the procedure described below in section C.2 Patent Administration is followed; or
4) patent ownership is assigned by the inventor(s) to the University in return for specific benefit to be established by agreement between the inventor(s) and the University.

Sponsored project agreements (including but not limited to those projects sponsored by the federal government, state government, private foundations, and private individuals, industries or public companies) often contain provisions with respect to patents and licensing. Government sponsors normally assign inventions to the University, but sponsors from the private sector normally retain the rights to inventions conceived with their support. In all cases, sponsorship agreements will stipulate that any inventions conceived during the course of the agreement must be fully and promptly disclosed.

Saint Thomas University faculty, students or staff working under a sponsored project agreement are required to complete the Invention Disclosure information form described above. The terms of sponsored project agreements are part of and fall within the guideline established by this policy.

C.2: **Patent Administration**

When inventor requests assistance or the University claims ownership right, the Provost of the University and Chief Academic Officer shall forward the Invention Disclosure, supporting documents and notice of ownership status to the Copyright Advisory Committee who shall act as the agent for the University in the administration of patents, licensure and commercialization. Copyright Advisory Committee shall establish a Patent Review Board with essential expertise to evaluate the patentability of each invention. Where appropriate Saint Thomas University faculty shall be invited to serve on a Patent Review Board. Receipt of the disclosure and ownership statements by the agent starts the evaluation process and ensures that in the event of a coincident claim of discovery the inventor has dated documentation in support of the prior discovery assertion. Invention Disclosure shall be supported by full documentation, and all faculty, staff and students involved have an obligation and duty of full cooperation in the patentability review and evaluation. The Copyright Advisory Committee shall conduct the patentability review and shall notify the Provost of the University and Chief Academic Officer and the inventor(s) within 30 days of receipt of documents from the Provost of the University and Chief Academic Officer. If the review finds the invention not to be a viable candidate for patentability, and the Provost of the University and Chief Academic Officer agrees with the evaluation, the inventor is free to pursue a patent independently from the University.

If a positive assessment of patentability is made, then the Provost of the University and Chief Academic Officer, the inventor(s), and the Copyright Advisory Committee will develop and execute an agreement that includes the following terms:

1) recognition of the rights of the inventor(s);
2) assignment of those rights to the University for patent prosecution and invention commercialization;
3) enumeration of specific duties of the in the patent prosecution and invention commercialization including costs thereof; and
4) division and distribution of licensing fees, royalties, and other forms of income from the commercialization of the invention.
After reimbursement of out-of-pocket costs borne by the University directly related to the commercialization effort, the normal distribution of net income resulting from the successful commercialization of an invention shall be 50% to the inventor(s), 30% to the home department of the inventor(s) and 20% to the University. Out-of-pocket costs usually include, but are not limited to, fees for the patent itself, patent research fees, and the costs of administering this process. If a corporation or some other entity is created to take the product to market, additional costs will be involved. Funds to the department and University shall be used to enhance future invention potential.

The University’s decision on split of ownership, and division of royalty proceeds after reimbursement of costs to the University, shall be binding on all parties.

C.3: Confidentiality
Patent law allows one year from invention publication (in print or public presentation) for the filing of a U.S. patent application; any publication eliminates the opportunity to apply for a non-U.S. patent. In order to avoid circumstances that defeat, adversely impact or destroy creative rights, University authors and inventors agree to maintain confidential all proprietary information and creativity owned in whole or in part by others, including co-workers, faculty, staff, students, the University and sponsors pending patentability review under section 3.2. This obligation of confidentiality survives the inventor’s separation from the University, but does not extend to information in the public domain, information that is provided by others not obligated to or by the University, faculty, staff, students or sponsors to be maintained confidential, or which is released for publication by proper authorization of the University, staff, students, faculty or sponsors.

Section D: Sample Agreements
The Office of the Vice President for Academic Affairs (Provost of the University and Chief Academic Officer) will maintain a file of sample intellectual property agreements. Parties to prospective agreements are urged to examine this file. 8/10/01

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RESEARCH ETHICS COMMITTEE
Guidelines for Research Involving Human Participants
(Approved by Academic Policy Council and by the Vice President for Academic Affairs 8/8/02)

I. The Responsibility of Researchers
A. Any member of the faculty, staff, or student body at Saint Thomas University who is involved in research with human participants has the responsibility to become familiar with and follow University policy regarding the use of human participants in research. This policy applies to all research involving human participants conducted by, or under the auspices of, faculty, staff, or students at St. Thomas University, or individuals/organizations conducting research using faculty, staff or students of Saint Thomas University as participants, unless such research is exempt from review as is listed in section III.C. below.

At Saint Thomas University, research with human participants will be classified as falling into one of three categories:
1. Research Exempt from Research Ethics Committee Review
2. Research only requiring an Expedited Research Ethics Committee Review
3. Research requiring Standard Research Ethics Committee Review
Criteria for each of these categories are explained in section III below.

B. Research proposals which are submitted to an external agency/organization for funding will be submitted for a standard review by the Research Ethics Committee (REC), regardless of whether or not the research would normally qualify for exempt status or expedited review. Additionally, the procedures for protecting human participants stipulated by the funding agency shall be followed in the case of research supported by grants and contracts but must also receive the approval of the REC if these procedures differ from University policy outlined in this document.

C. Research to be conducted without external funding, which is not exempt from review, according to the criteria listed in section III below, shall be reviewed by the REC. It is recommended that research involving human participants which is exempt from REC review be reviewed in consultation with someone other than the project investigators to confirm the project’s exempt status and to insure that the welfare of the human participants is protected. REC members are available to provide this consultation if desired.

D. The principal investigator, under whose guidance research is to be conducted, has primary responsibility for determining whether the participants will be exposed to risk greater than that ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests (minimal risk). If that determination is affirmative, or if there is reason for uncertainty, or if the research involves any of the circumstances outlined in III.E. below, the investigator shall seek the advice of the REC committee established for that purpose.

E. The principal investigator shall explain to participants, prior to their participation, the objectives of the research, the procedures to be followed and the potential risks and benefits (i.e., informed consent). Investigators shall not use individuals as participants unless satisfied that they, and/or others legally responsible for their well being, consent to participation freely and with understanding of the consequences. The REC may waive these requirements only when persuaded that the research cannot otherwise be done, that its potential value outweighs the indignity to the subject, and that the subject risks no other harm in participating.

F. Investigators shall respect the privacy of participants. They shall protect confidential information given them, advising participants in advance of any limits upon their ability to ensure that the information will remain confidential.

G. Participants shall not be induced to participate by means or in circumstances that might affect their ability to decide freely. This is of particular concern for faculty wishing to use current students as research participants. Faculty requiring student involvement as participants in research as a part of a course must provide, without penalty, alternate activities worth equal credit in which the students may engage should they choose not to participate in the research activity.

H. It shall be made clear to all participants that they are free to withdraw from active participation in the research at a time. Participants who indicate a desire to withdraw shall be allowed to do so promptly and without penalty or loss of benefits to which the subject is otherwise entitled.
I. University faculty or staff who assign or supervise research conducted by students are responsible for ensuring that the students are qualified to safeguard adequately the wellbeing of the participants. Students who conduct research with human participants under the supervision of one or more faculty members or as a part of a course project or requirement, as well as all students conducting independent research are subject to the policies and procedures outlined in this document.

II. The Research Ethics Committee (REC)

A. The Research Ethics Committee (REC) is designated by the Provost of the University and Chief Academic Officer to serve as the Institutional Review Board (IRB) of research for St. Thomas University. The REC shall be authorized to review and to approve or disapprove, or state conditions for, the conduct of any research involving human participants, in accordance with the policies stated herein, for the express purpose of protecting the welfare of the participants (see III. A. below).

B. The membership of the REC shall be chosen with a view toward its ability to represent, credibly, the varying perspectives of participants, investigators, and society at large. The committee will be comprised of four faculty members, one student member, and the University Director of Institutional Research. The Director of Institutional Research will serve in an Ad Hoc, non-voting capacity only. The four faculty members will each be appointed for two-year terms. However, two of the four faculty members will each serve one-year terms during the first year of the Committee’s activity. This will provide some measure of continuity as faculty members rotate on and off the REC in subsequent years. One student (an undergraduate, a graduate, or a Law School student) will be selected each year for a one-year term to serve on the REC in a voting capacity. Under appropriate circumstances, the REC shall solicit advice from others especially qualified to represent the views of a particular participant population.

C. A chair of the REC will be chosen among the faculty members during the second year of his or her two-year term. Members of the University community will be informed each year as to the identity of the REC Chair and will be directed to obtain needed forms from and send research review requests to this individual. The chair will call meetings of the REC as needed, and in a timely manner so as not to unduly delay investigators. Investigators should submit review requests at least 3 weeks prior to their planned date of the beginning of data collection.

D. The Chair alone, or in consultation with one other committee member, will review research proposals that have been submitted under the "Exempt from Review" classification to verify that they meet the "Exempt" criteria.

E. Two-to-three of the committee members (two of whom must be faculty members with full voting rights) will review research proposals that have been submitted under the "Expedited Review" classification.

F. The full committee will be convened to review research proposals that have been submitted under the "Standard Review" classification.

III. The Review Process

A. The purpose of the review process is to determine whether the use of human participants in research is in compliance with University principles and policies and is in keeping with the University's mission. Protection of the participants from undue harm is of paramount importance. The purpose of the review process is not to critique or evaluate the quality of the
research proposed, to determine eligibility of proposed research for internal funding, or to evaluate the methodology of the research except as it relates to the welfare of the research participants.

The REC is guided by the ethical principles regarding all research involving humans as participants as set forth in the report of the National Commission for the Protection of Human Subjects of Biomedical and Behavioral Research entitled Ethical Principles and Guidelines for the Protection of Human Subjects of Research (the "Belmont Report"), Ethical Standards of the American Educational Research Association, and the American Psychological Association's Ethical Principles in the Conduct of Research with Human Subjects.

B. Before human participants are involved in research, proper consideration will be given to:
   1. the informed consent process and confidentiality procedures to be employed, and
   2. the risks to participants.

When the research involves more than minimal risk to the participants, consideration will be given to:
   3. the anticipated benefits to the participants and others,
   4. the importance of the knowledge that may reasonably be expected to result,
   5. the fairness of the procedures and outcomes in the selection of research participants, and
   6. procedures to be employed at the completion of the research (or during the research, if necessary), to ameliorate any harm caused to the participants as a result of having participated in the research.

To facilitate review, investigators are asked to complete the Human Participants Review forms appropriate to the level of review requested: (Exempt, Expedited, Standard). This will entail including a copy of questionnaires/surveys/interview questions/tests or measures to be used in the research, and may include preparing a Research Description according to the attached instructions (Expedited and Standard Reviews only), and including a copy of the consent and debriefing forms to be used (Expedited and Standard Reviews only).

C. Research Activities Exempt From Review. Research activities in which the involvement of human subjects is confined to one or more of the following categories are exempt from review by the REC:
   1. Research conducted whereby individuals or groups evaluate a class, professor, administrator, service, or program provided by some entity under the auspices of St. Thomas University as long as the respondents are not identifiable or identified.
   2. Research involving the observation (including observation by participants) of public behavior, except where the behaviors or observations are recorded in such a manner that the human subjects can be identified, either directly or through identifiers linked to the subjects, or either (a) the observations recorded about the individual, if they became known outside the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability, or (b) the research deals with sensitive aspects of the subject's own behavior such as illegal conduct, drug use, sexual behavior, or use of alcohol.
   3. All research involving survey or interview procedures is exempt, without exception, when the respondents are elected or appointed public officials or candidates for public office and the interview or survey concerns the responsibilities of the office.
4. Research involving the collection or study of documents, records, or existing pathological or diagnostic specimens, if these sources are publicly available, and if the legally available information is recorded by the investigator in such a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

5. Research whereby one STU faculty or staff member (e.g., program coordinator) or the University as an entity is solicited to respond to a survey or questionnaire by some outside individual/agency/or accrediting body. The solicited individual or University, as an entity, is under no obligation to respond to such surveys except when doing so is required by state or federal laws or by SACS or ABA requirements or by the requirements of similar accrediting bodies.

D. Research Activities Requiring an Expedited REC Review
1. Research conducted involving a survey or interview procedure NOT conducted to evaluate a class (does not fall under C.1 above) as long as the respondents are not identifiable or identified.

2. A duplication of research which originally required the full REC review, received approval and was conducted without any problems.

E. Research Activities Requiring Standard Committee Review. Review and approval of the proposed research by the REC is required if any of the following are involved, unless the research is specifically covered under III.C. or III.D. above.

1. Procedures that involve more than minimal risk;
2. Procedures that deprive the subjects of necessary, or accustomed, resources;
3. Standardized tests, hypnosis or an unusual degree of mental stress;
4. The use of subjects who are not able to give free and fully informed consent; (e.g., individuals with developmental disabilities)
5. The use of subjects who are children or individuals who are institutionalized or incarcerated
6. Explicit, or implicit, deception of the subjects about any aspect of the research likely to be significant to them;
7. The use of subjects who are available because of the need for professional services, or
8. Activities that may be illegal, or are likely to offend prevailing standards or morality.
9. Any research proposed by an outside individual group or agency where by STU faculty, staff or students will be the research participants.
10. Research involving the observation where the behaviors or observations are recorded in such a manner that the human subjects can be identified either directly or through identifiers linked to the subjects or the observations recorded about the individual, if they became known outside the research could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject’s financial standing or employability or the research deals with sensitive aspects of the subject’s own behavior such as illegal conduct, drug use, sexual behavior or use of alcohol.
INSTRUCTIONS FOR PREPARING RESEARCH DESCRIPTION FOR STANDARD ETHICS COMMITTEE REVIEW
(Need to prepare different instructions for exempt and expedited reviews)

Provide information about all aspects of the proposed human participants research in lay language, including the following:

1. **Objectives of the project.**

2. **Description of the participants.** This should include the anticipated number, age ranges, sex, ethnic background, and health status. Explain the rationale for the use of special classes such as pregnant women, children, mentally retarded or developmentally delayed individuals, physically or emotionally disabled individuals, prisoners, or others who are likely to be vulnerable.

3. **Plans for recruitment and selection of subjects.** The investigator must assure that each participant agrees voluntarily and the possibility of coercion or undue influence is minimized. If students or employees of the institution are potential participants, recruitment should avoid any impression of coercion due to the special relationship between parties. If payments are offered as compensation for the participant’s time, costs of participation or other inconvenience incurred, they should be paid on a reasonable prorata basis with partial payment to participants who withdraw before the completion of the research.

4. **Method of obtaining informed consent from participants.** See following instructions for obtaining informed consent. Include a copy of your written consent form.

5. **Research procedures.** Describe in detail all procedures to be carried out with each type of participant, where, the research will be conducted, technical assistance available, time involved, monitoring techniques and planned safeguards in case of emergencies or unusual events.

6. **Potential risks and discomforts.** Describe any physical, psychological, social, or legal risks, and procedures for protecting against or minimizing risks. Describe provisions for insuring necessary medical or professional intervention in the event of adverse effects to the participants.

7. **Potential benefits.** Describe the potential benefits to participants and the importance of the knowledge that may reasonably be expected to result from this research.

8. **Procedures for safeguarding confidentiality of information.** Describe plans to protect the participant’s identity as well as the confidentiality of the data. This is a special concern in social and behavioral projects utilizing personality inventories, interviews, questionnaires, or the use of observation, photographs, taped records, or stored data.
Explain the mechanisms that have been devised, for example, the use of numbering or code systems or safely locked files in private offices, who will have access to the data, and plan for final disposition or destruction of such records.

Data are anonymous if there are no identifying names or numbers through which anyone, including the investigator, could connect individual responses with a specific subject. Video or photographic records are not anonymous. Data that can be linked to respondents should be kept confidential unless specified in the consent process.

**INSTRUCTIONS FOR OBTAINING INFORMED CONSENT**

**Elements of Consent**
Informed consent refers to a person’s freely given decision to participate in a research project based on full knowledge of relevant aspects of the project and its implications for the participant’s welfare. Informed consent requires that the person be given fair and proper explanations of all the following basic elements of consent:

1. Materials should be written in language that participants can understand, including simple or lay explanations for apparatus or procedures to be employed. Ordinary language should replace technical terms (e.g., upper extremities should be referred to as arms, hematoma as a bruise, venipuncture as taking blood from the arm with a needle, the amount of blood to be withdrawn should be described in terms of both milliliters and teaspoons).

2. Describe the nature and purpose of the research.

3. Estimate the expected duration of the participant’s participation.

4. Describe the procedures to be followed, including reference to any use to be made of audio or visual recordings, and identify any procedures that are experimental.

5. Discuss any foreseeable discomforts or risks that may be expected from the research.

6. Discuss any foreseeable benefits to the participant or others which may reasonably be anticipated.

7. Include an offer to answer any questions about the procedures and the name and phone number of the researcher (or in the case of student investigators, the faculty advisor) who may be contacted for further information.

8. Describe the extent to which confidentiality of records identifying the participant will be maintained.
9. Include a statement that participation is voluntary and the participant is free to withdraw at any time without risk of penalty or loss of the benefits to which the participant is otherwise entitled.

10. For research involving more than minimal risk, provide an explanation as to whether any compensation or medical treatments are available if injury occurs, and, if so, what they consist of, where they may be obtained, and where additional information may be obtained.

11. In no case may the person's consent be based on an agreement, written or oral, through which the participant is made to waive, or appear to waive, any legal rights, or to release the University, its agents, or the investigator, from liability for negligence.

**Documentation of Informed Consent**

Documentation of informed consent will usually involve the signature of the participant (or his or her legal representative) on a form that includes the basic elements of informed consent and the date. The description of the research procedures may be presented on a separate sheet. Each subject should be provided a copy to keep of the consent form and information sheet. Sample forms are available from the Research Ethics Committee.

Documentation of informed consent should be obtained, whenever practical, directly from the participant. When the participants include individuals who are not legally or physically capable of giving documented informed consent, because of age, mental incapacity, or inability to communicate, then consent should be obtained from parents or legal guardians. Careful consideration must be given to whether third parties have both the legal authority and sufficient interest in and concern for the individuals to provide consent.

In addition to obtaining written consent from parents or legal guardians, minor participants should be asked for their oral consent (assent) to participate in the research project. The child should be given an explanation—at a level appropriate to the child's age, maturity and condition—of the procedures to be used, their meaning to the child in terms of discomfort and inconvenience, and the general purpose of the research. A written form should be used to document assent for older children, usually ages 12 and above.

Whenever questionnaires are distributed and returned by mail and there is no personal contact between the participant and the investigator or agents of the investigator, the participant's return of the questionnaire is sufficient documentation of consent, provided that: (a) all requirements of informed consent have been satisfied, including risks regarding confidentiality; and (b) the questionnaire contains a statement to the effect that, "Your return of this questionnaire will indicate you have consented to participate in this study."

In some educational or social science research, full disclosure of the aims of the study before the fact may invalidate results. In these cases, the investigator should describe procedures that the participant will be asked to participate in and state the aim of the study in as clear and as accurate a manner as possible that maintains the integrity of the research. In preparing material for committee
review, any deception in the research should be clearly identified. The rationale for deception and plans for after-the-fact debriefing of participants should be provided for the review committee.  

*Adapted from Heidelberg, College Research Ethics Committee*

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**CHECK LIST FOR PREPARING HUMAN SUBJECTS PROTOCOL**

**Instructions:** Prepare the research protocol and consent materials for committee review according to the attached instructions. Place a check ( ) after the item below if you have complied with the statement, or NA if the item is not applicable to your study. Attach this checklist to the last page of your research protocol.

1. Do the research protocol and consent form use understandable lay language?

2. Are the objectives of the project clearly specified?

3. Does the description of research subjects include:
   a. Number of subjects?
   b. Age or age range?
   c. Gender?
   d. Ethnic or racial background?
   e. Health status (if applicable)?
   f. Rationale for use of special classes of subjects (children, pregnant women, fetuses, mentally retarded, mentally disabled, prisoners, or other vulnerable groups)

4. Are plans for recruitment and selection of subjects succinctly and clearly described?
   a. Is participation voluntary?
   b. Is the possibility of coercion minimized?
   c. Are compensation of rewards explained?

5. Do the research procedures describe?
   a. Where the research is going to be conducted?
   b. Who and how many investigators are involved?
   c. What data gathering instruments will be used?
   d. Frequency and duration of treatment of procedures?
   e. Training of persons administering treatment?
   f. The time frame of the project?

6. Are potential risks and discomforts (physical, psychological, social or legal) adequately described?

7. Are measures described for insuring professional intervention in the event of adverse effects to the subjects?

8. Are the potential benefits to subjects and importance of expected knowledge
to be gained, clearly stated?

9. Are provisions for protecting participant's identity described?
   a. Will data be anonymous (no identifying information)?
   b. Will a coding system be used?

10. Are mechanisms for safeguarding confidentiality of data described including
    a. What data are kept?
    b. Who has access to data?
    c. Period for keeping data?
    d. Plans for disposition of records?

11. Is the method for obtaining informed consent described?

12. Does the consent form (and written statement for participants if separate from the consent form) clearly describe in readable, easy to understand lay terms
    a. The nature and purpose of the research?
    b. The procedures to be followed?
    c. What is required of the participant including the time and duration of participants' participation?
    d. The foreseeable discomforts or risks?
    e. The foreseeable benefits?
    f. The extent to which data will be held confidential?
    g. The voluntary nature of participation and withdrawal?
    h. The investigator's (and for student projects, the faculty advisor's) name and telephone contact numbers?
    i. Space for participant's signature

PROFESSIONAL SOCIETIES

Faculty members are encouraged to enroll in professional and learned societies of their special fields. Faculty members are also encouraged to attend conferences during the academic year. Funds for enrollment in professional and learned societies as well as attendance at conferences may be set aside in schools or college budgets. Requests for funding should be channeled through the appropriate Department Chairperson, Associate/Assistant Dean and/or Deans. Faculty member wishing to participate in conventions, conferences, meetings, etc., must estimate total expenses and present the estimate to their Department Chairperson, Associate/Assistant and/or Deans for approval. Special consideration for funding will be given to those faculty members delivering papers or acting in an official capacity at the convention or meeting. However, the appropriate paperwork must be submitted to the Accounts Payable office at least two weeks prior to departure. Within one week after return, faculty must submit to the Accounts Payable Office the itemized account of expenses including all receipts of bills paid. Personal membership dues are the responsibility of the individual.
SABBATICALS

Requirements for application are as follows:
1. The faculty member must hold the rank of Associate Professor or above and not be on administrative leave.

2. The faculty member must have no less than six (6) continuous years experience as a full time faculty member at St. Thomas University immediately preceding application for sabbatical.

3. The faculty member must have clearly demonstrated commitment to the University.

4. The faculty member, if granted the sabbatical, must be willing to meet the requirements outlined under the title: "After the Sabbatical."

Application Procedures:
The applicant will submit a letter of application to his or her Department Chairperson or Dean of the College or School stating:
1. The meeting of requirements listed above.
2. Proposed sabbatical program.
3. Personal enrichment to be gained.
4. Benefits to the University to be gained.
5. Total length of time requested for sabbatical (one or two semesters).

The Department Chairperson or Dean of the College or School should submit this letter along with his or her own letter of recommendation to the Chairperson of the Faculty Forum Committee on Compensation and Welfare. In the case of a Department Chairperson wishing to request a sabbatical, he or she should submit the request directly to the Chairperson of the Faculty Forum Committee on Compensation and Welfare. The Chairperson of the Faculty Forum Committee on Compensation and Welfare shall then convene a meeting of the Department in question to ascertain the recommendation of that Department on the Sabbatical request of the Chairperson.

The Department Chairperson, Associate Dean or Dean of the College or School must submit the appropriate documentation for a candidate requesting sabbatical according to the following time lines:

1. November 1, for sabbaticals to begin with the first semester (fall) of the following academic year, or

2. November 1 for those to begin with the second semester (spring) of the following academic year.
The first semester of the academic year shall be considered to begin with the first day of the contract year, and run through the final examination period. The second semester of the academic year shall be considered to begin with the first day of classes of the second semester and run through the end of the contract year.

The Faculty Forum Committee on Compensation and Welfare recommends the possible candidates for sabbatical to the full Faculty Forum. Their recommendation will be based on some of the following criteria:

1. Beneficial nature of the proposed sabbatical to the individual.
2. Beneficial nature of the proposed sabbatical plan to the University.
3. Seniority of the faculty member proposing the sabbatical plan.

The committee will also take into consideration the quota approved by the Administration. Two sabbatical leaves may be given per academic year. This will include leaves for faculty with educational needs for full time study.

The Committee will forward its recommendations to the full Faculty Forum for approval and then the Forum forwards its recommendations to the Provost of the University and Chief Academic Officer. The list of candidates may include a first alternate in the event a recommended applicant is unable to accept the appointment. The Provost of the University and Chief Academic Officer will have the right of final approval after considering the Committee’s and Faculty Forum’s recommendations.

**Responsibilities After A Sabbatical**

Within three months of return to active status on campus, the faculty member granted a sabbatical must submit in writing a comprehensive report of the sabbatical to both the administration and the Faculty Forum. The person granted the sabbatical will also be obligated to return to full-time employment at St. Thomas University for a minimum of one year from the date of return.

**SERVICE SPECIFIC POLICY/PROCEDURE**

**Academic Guidance**

Each full time faculty member is expected to furnish academic guidance to students as requested by the Department Chairperson, Associate Dean or appropriate Dean of the College or Schools. Besides regular established hours for academic guidance during the academic year, the faculty member will also be expected to assist with academic guidance during periods of student registration.

Students’ degree applications must be signed and approved by the student’s major advisor and department chairperson before being submitted to the Bobcat Enrollment Center by the deadline for processing and forwarding to the Office of Records, Registration and Academic Computing for final approval. Students will first obtain the application form from the Bobcat Enrollment Center.
and then obtain approval from the student’s major advisor and department chairperson/assistant dean before returning it to the Bobcat Enrollment Center by the deadline. (Approved by DC Committee 12/16/05; APC 01/31/06; and Provost 02/16/06.)

Office Hours
It is important to be available at times other than scheduled class hours for meetings, committee work, conferences, and individual student help. A minimum of twelve (12) hours per week should be set aside as office hours. It is recommended that faculty be available a minimum of four days a week for office hours. Office hours should be posted near the entrance to faculty offices and distributed to students with the course syllabus. A written copy of faculty office hours should be sent to the Provost of the University and Chief Academic Officer, the Deans, Associate Dean, Assistant Dean and the Department Chairperson. University personnel will not release your residential address or telephone number to students without your permission. Please make arrangements with your Department Chairperson/Associate/Assistant Dean, if you wish this information to be given to students.

Class Attendance
Faculty are expected to meet all classes assigned to them during the academic semester. Whenever you cannot attend class, please contact your Department Chairperson. If you know of an absence in advance, please arrange for a replacement and inform your Department Chairperson of the arrangement. A listing of faculty schedules should be posted near the entrance of the faculty member's office. A written copy of faculty classes should be sent to the Provost of the University and Chief Academic Officer, the appropriate Dean, or Associate Dean, or Assistant Dean and/or the Department Chairperson.

In the event that the class is to meet off-campus (as in the case of a field trip) or must meet in a different classroom as originally assigned (media center, etc.,) the Office of Registration and Records Management and the Department Office must be advised so that they can direct any students who were absent when the change was communicated. For this purpose as well, it is advisable that the instructor keep the names, addresses, and phone numbers of the students in each class. The faculty member can then communicate with students directly.

Classroom Assignments
Classrooms are assigned by the Office of Records Management. Please communicate to the Senior Assistant Registrar directly any specific requests (ground floor classrooms due to a disabled student, special room needs where equipment is set up). Please do not change rooms without notification of and approval from the Office of Records Management as a room which seems available may be otherwise committed to another class.

Attendance at Department/Committee Meetings
You are required to attend department or dean’s meetings for your schools or college. Meetings offer faculty an opportunity to gather with their colleagues for the benefit of the students, the
employees of the University, and the University in general. All faculty members shall be present at meetings called by the Department Chairperson or appropriate Dean. Faculty members are also expected to attend meetings called by the administration or the Chairperson of Committees of which they are members. If a faculty member cannot attend one of the above mentioned meetings, he or she is to inform the necessary parties.

**Attendance at University Functions**

All faculty members are expected to be present at academic functions of the University. These functions include, among others: orientation/advising, registration, opening ceremonies of the academic year, baccalaureate ceremonies (unless a conflict of religious belief precludes participation in strictly religious exercises) and graduation exercises (December and May). Faculty are encouraged to attend student functions and assemblies.

**COMMITTEES**

**Faculty Forum Committees**
Listed under the Faculty Forum Constitution, Article V and Faculty Forum By-Laws, Article IV.

**University Councils and Committees**
List Below – For Academic Year: 2012-2013
1. Athletics Committee
3. Community Outreach and Relations Committee/
4. Crisis Management Team
6. Faculty Forum Executive Committee
7. Fiscal Advisory Committee
8. Mission Committee
  8.1 Catholic Identity Subcommittee
  8.2 Diversity Subcommittee
  8.3 Leadership Subcommittee
  8.4 Community Justice Council
9. Planning Advisory Council
10. Technology Governance Council
  10.1 Administrative Subcommittee of the TGC
  10.2 Academic Subcommittee of the TGC

**University Academic Committees**
1. Academic Disciplinary Committee
2. Academic Policy Council
3. Council for Academic Missions and Practices
4. Provost’s Executive Council
5. Rank and Tenure Committee
6. Research Ethics Committee (Institutional Review Board)
7. University Library Committee
DEPARTMENT OF ATHLETICS
St. Thomas University offers athletics programs through the National Association of Intercollegiate Athletics (NAIA) and is a member of The Sun Conference (TSC). Men’s teams compete in baseball, junior varsity baseball, basketball, junior varsity basketball, golf, soccer, tennis and cross-country; while women’s teams compete in basketball, softball, volleyball, soccer, tennis and cross-country. The University also offers co-ed Cheer and Dance which provides excellent school spirit. The athletics programs at St. Thomas have a long history of athletics and academic success. Many of its teams qualify for national tournaments and the athletics program consistently finishes in the top half of the Sun Conference Commissioner’s Cup. Last year 11 of 12 varsity sports also received NAIA Scholar Team honors. The athletics programs annually maintain a 3.0 overall GPA. With increased academic support and the implementation of the TOTA3L Program, the overall grade point average is sure to increase. The success of our overall grade point average and scholar team honors is a true sign of the university’s commitment toward our “student first” mission.

In order to participate in athletics, new students must be certified through the NAIA Eligibility Center. Upon NAIA certification, continuing student-athletes must maintain a minimum 2.0 overall GPA and pass at least 24 credit hours within the last 2 full-time terms of attendance. For specific NAIA rules, student-athletes and other interested parties should review the NAIA rules and procedures regarding athletics participation requirements at: http://www.pplaynaia.org/.

Graduate students that are interested in participating in Athletics at St. Thomas University must have completed and received an undergraduate degree at St. Thomas University and be enrolled full-time in a graduate program according to the graduate admissions standards.

The Department of Athletics has a “Missed Class” policy which sets a tone for the importance of our “student first” mission for athletics participation. The policy is as follows:

**Department of Athletics Missed Class Policy:**
Student-athletes are not permitted to miss class time for sports practice at any point during the academic year. Student-athletes are not permitted to miss class time for competitions outside of the championship segment (the off season).

A schedule of games/competitions will be e-mailed by the Faculty Athletics Representative to all faculty for the fall, winter and spring sports indicating when student-athletes should be excused from class for games/competitions. It is still the responsibility of the student-athlete to communicate with each faculty member in advance regarding missed class time and the class work that should be completed prior to the absence and upon return to class.

For information or concerns regarding athletics eligibility or missed classes, please communicate with Dr. Jan Bell, the Faculty Athletics Representative, at 305-628-6634 or jbell@stu.edu.

Faculty and staff are encouraged to show their Bobcat spirit and may attend home (regularly scheduled) athletic events for free with a valid St. Thomas University ID. Unfortunately, all
conference and other championship contests are paid admission events. Game schedules are available through the Athletics Department located on the University's main campus or by visiting the Athletics Department website at http://www.stubobcats.com/.

FERNANDEZ FAMILY CENTER FOR LEADERSHIP AND WELLNESS
The Fernandez Family Center for Leadership and Wellness is a state of the art 62,000 square foot facility that is home to the St. Thomas University Men’s and Women’s Basketball teams, JV Basketball team, and Women’s Volleyball team. Additionally, the facility is used for intramural sports, open play, university commencement, and special events.

The facility is equipped with a fitness center, an athletic training room, team locker rooms, fitness locker rooms, concession area, the Bobcat athletic offices, a multi purpose fitness classroom, mezzanine level classrooms, and the Sports Administration Department. These facilities may be used by St. Thomas University students, faculty, and staff. Additional recreational facilities include an outdoor swimming pool, outdoor basketball courts, and tennis courts. Proper identification is required to enter the building and outdoor facilities at all times (St. Thomas University Photo ID). FFC staff reserve the right to request additional identification information at any time.

Food and drink are restricted to the snack/wellness bar, adjacent seating area, and mezzanine catering area. Water in closed plastic containers permitted in all other areas of the facility. Smoking and smokeless tobacco are not permitted anywhere in the building. Alcohol and drug use is prohibited and violators are subject to St. Thomas University disciplinary procedures. Animals are not allowed in the facility, except those aiding persons with disabilities.

Facility hours are posted each term on the website, facebook, and twitter –

http://www.stu.edu/ffc

http://www.facebook.com/FernandezFC

http://twitter.com/FernandezFC

When there is a change in scheduling due to holidays, a STU Global email is sent out informing the university community about the new hours.

To reserve FFC space, please contact the Building Manager, Crystal Morvant at 305.628.6558 or email cmorvant@stu.edu.

INTRAMURALS AND RECREATION
The Fernandez Family Center for Leadership and Wellness’ Intramurals and Recreation department offers a variety of activities featuring team and individual/dual competition. These year-round activities include flag football, basketball, volleyball, table tennis (ping pong), billiards, and more. All Students, Staff, and Faculty interested in intramurals must sign up for each sport through www.imleagues.com.
CAMPUS MINISTRY

It is with great joy to welcome you to Campus Ministry! The Office of Campus Ministry takes a leading role in the mission of St. Thomas University by assisting students, staff, and faculty in the ongoing tasks of spiritual and faith formation, evangelization, discipleship and participation in the sacramental life of the Church.

Campus ministry, driven by a Catholic identity at St. Thomas University, recognizes four essential Characteristics and uniqueness of a Catholic University highlighted in the Apostolic Constitution Ex corde Ecclesiae – On Catholic Universities (Par. 13): 1) Christian Inspiration: Not simply individuals, but the Catholic university as a whole; 2) Faith Reflection: In the light of the Catholic Christian faith upon the growing treasury of human knowledge; 3) Fidelity to the Christian Message: In order to transmit the Christian message; 4) Service to the Church and Humanity: keeping an institutional commitment of service to the people of God and to the whole human family. The word “Catholic” means universal. Therefore, Campus Ministry, composed by faculty, staff and students, it is also sensitive to the ecumenical and interfaith dimension of the University’s population by “welcoming people from all religious and humanistic traditions (The Uniqueness of a Catholic University, Part I).”

Mission

Campus Ministry Staff at St. Thomas University recognizes the sacramental life of the Church as the center of the community which gears its programs towards the Church’s Mission of new evangelization and discipleship in which Pope Francis calls forth opened hearts to reflect on God’s love and the joy of the Gospel, so these hearts invite and lead others to “going forth”, tell the story and live out the Gospel. This Mission has been identified in the formation of student peer ministry leaders who are mentored by the Director of Campus Ministry and the Campus Ministry Staff at STU, so they can lead and participate in the different initiatives that ignite faith on Campus and beyond (their families, circles and own communities of faith). The staff invites all the community to participate by bringing different gifts and talents that enrich the community at St. Thomas.

Structure

The Campus Ministry Office functions under the following structure:
A trained-Lay Member of the Church who exercises the role of Director of Campus Ministry: This person oversees the Campus Ministry Programs, planning and its personnel.
An ordained Priest from the Archdiocese of Miami who exercises the role of Chaplain, leading the community in the liturgical celebrations (Masses and Sacraments).
A Graduate Assistant who assist Campus Ministry programs (such as Young Adult group, retreats, Bible Studies).
Two work undergraduate students (peer ministry students) who assist with the ministry of coffee and clerical matters at the Office of Campus Ministry.
(New in 2015-2017): Two-Four FOCUS (Fellowship Of Catholic University Students) young adult missionaries who report directly to the Director of Campus Ministry and work full time in the mission of evangelization and discipleship on Campus.

Campus Ministry Values and Programs

Relationships: Recognizing our Sacramental call to love, compassion, care and solidarity with one another and the stranger, with a call to transformation. Ministry is built person to person.
“Missionary renewal” requires “personal dialogue, when the other person speaks and shares his or her joys, hopes and concerns for loved ones, or so many other heartfelt needs (The Joy of the
Gospel, 128).” This is possible through ministry of presence and collaboration at the University events organized throughout the school year.

**Evangelization:** Reaching out one-on-one and igniting in faith through small faith sharing groups (one-on-one prayer, small bible study groups, small *Lectio Divina* groups and personalized retreats).

** Explicit catechesis and formation:** Inviting students who are following to a deep and lifelong relationship with Christ (through programs included but not limited to: RCIA –Rite of Christian Initiation of Adults, Schools of formation and training, growing in the Faith, Young Adult Group, Retreats).

**Discipleship:** Student leaders are invited to take leadership in programs such (small bible studies, *lectio divina* groups, Spirit nights, young adult nights, retreats talks and training facilitation) and invite other friends who will lead eventually. These leadership opportunities are helpful tools as they grow in their academic path and build career that eventually will contribute to society.

The staff provides direct service to students in the office of Campus Ministry (Dooner Hall 111) and in the Chapel of Saint Anthony as well as throughout the entire campus. The Office of Campus Ministry and its staff work in the organization of the liturgical celebrations and Masses that happen at *The Chapel of Saint Anthony* at St. Thomas University. These liturgical celebrations are those such as daily Mass (Monday through Friday at 12:15pm) and Sunday Mass (7:00pm). The sacrament of Reconciliation is available Monday through Friday 30 minutes before daily Mass and Sunday Masses. Moreover, the Campus Ministry team is attentive to the liturgical celebrations that bring the seasons of Advent, Lent, Holy Week and Easter within the Catholic Church. Campus Ministry works in the organization of yearly celebrations such as Mass of the Holy Spirit, Baccalaureate Mass, Orientation Mass, Hispanic Heritage Mass, and International Mass. In addition, the Office of Campus Ministry and its staff extend solidarity with St. Thomas University students who observe feasts and religious holidays from other faith traditions.

The Chapel is open throughout the day and provides our university community with a quiet place for private and communal prayer, worship and reflection. The chapel is also the place where liturgical and sacramental celebrations such as Mass, baptisms and marriages take place. The Staff collaborates with other departments and student’s organizations in the planning and initiation of prayer services, opening prayers, faith sharing groups, workshops and also advises in matters related to the building of the community of faith at St. Thomas and the spiritual needs of the students, faculty and staff. The Campus Ministry staff encourages all Students, Faculty and Staff to visit the office and learn about how the ministry can help during their journey at St. Thomas. The Campus Ministry Staff welcomes each person with open arms and invite the community to take a few minutes and enjoy a cup of coffee in the Campus Ministry office! For more information, contact: campusministry@stu.edu or (305) 628-6525.
DUPLICATING
The duplication of materials for classroom usage, department and University business is available at
the Mail and Copy center or through the administrative assistant of your department. A turnaround
time of 48 hours is generally required to assure that a faculty member's duplicating requests can be
met. If a faculty member plans on distributing a substantial amount of material (in excess of 50
pages per student), it is recommended that he/she compile a packet that will be produced and sold
by the University Bookstore. Please be advised that copyright laws are to be adhered to. For a
complete listing of copyright laws, assistance may be offered by the Library Administrator who will
supply you with a pamphlet detailing all copyright laws.

FACULTY PARKING
Adequate space is provided for faculty in the lot west of O’Mailia Hall, north of Mimi Dooner Hall
and on the east side of the Carnival Cruise Line Science building. Parking in each of these lots must
be in designated spaces only. Parking is not allowed on the grass at any time. Additionally, all
vehicles parked on campus must display a valid parking decal displayed on the lower portion of the
driver’s side rear windshield on the OUTSIDE of the window. If for any reason you are driving a
vehicle without this decal, you must enter campus through the guest lane so as to be issued a
parking pass for the day. Vehicles without a valid parking pass are subject to citation. Parking
decals are distributed without charge through the Office of Public Safety located at the main
entrance. For more information regarding parking and other traffic regulations, parking citations or
any other Public Safety concerns, please contact the Office of Public Safety at (305) 628-6500.
Thank you.

UNIVERSITY LIBRARY SERVICES
Under the direction of Rev. Jonathan Chad Roach, Ph.D., Interim-Dean of the Library, the
St. Thomas University Library offers the following key faculty services:

1) providing research assistance;
2) supporting classroom instruction with student and/or class instruction for information literacy
   and reference services;
3) purchasing and providing access services for faculty selections of books, videos, and electronic
   sources to support the curriculum and/or scholarly research;
4) offering instructional material reserve services;
5) Archives and Special Collections (ASC) including primary research material and unique Catholic
   Identity related learning resources;
6) providing databases for scholarly web-based research sources including full-text journals,
   newspapers, e-books; and
7) offering interlibrary loan services.

*Please visit the Library Homepage, http://www.stu.edu/library, for a full and up to date listing of
library services.

1. Continuing Education and Research Assistance:

Faculty are encouraged to schedule individual research consultations with librarians. Although
faculty are free to work with any librarians, they are encouraged to contact the librarian liaison to
your school. Faculty also can receive school or group instruction in the use of our newest discipline-related electronic and other research materials.

See http://library.stu.edu/departmentliaisons for a list of school liaisons who are assigned to your school or college.

2. **Class Instruction Support:**

Librarians partner with teaching faculty by offering the following services:
1) Team teaching – whereby a librarian works with you and develops an instruction component related to your class’s assignments
2) UNI 101; a Research lab – a 1 credit hour elective – that can be aligned with any class
3) Development of class related research assignments to assist students completing your class projects (and to help measure learning outcomes)
4) Library orientations

The University Library strongly encourages interested faculty to partner with the library by developing research assignments to help assure student succeed in upper level undergraduate and graduate classes. Please see “Sample Syllabus” in the current faculty handbook for examples of special research assignments.

If making an appointment for individualized class instruction, faculty should communicate with a librarian at least two weeks in advance and provide a copy of the course syllabus. A customized instructional component will be created to assist your students in the completion of their assignment.

Please use the link below or e-mail a librarian to schedule a session for your students. We will even offer evening or weekend sessions as requested and for online classes we will record a session that you can post onto Blackboard.
https://docs.google.com/spreadsheet/viewform?formkey=dFhmaTNsams4dUh3SEJtZ1N2Sk5CcGc6MQ#gid=0

3. **Faculty Selections (Collection Development):**

Faculty are encouraged to participate in the building of the University Library’s collections.

If you would like to see a particular book, video, or electronic resource purchased and housed in the library, please submit your request to your school liaison; or, if you are visiting our acquisitions area, you can drop off your order with Isabel Medina (imedina@stu.edu, or X-6769).

NOTE: Faculty suggesting new classes or programs need to communicate with their school librarian liaison and fill out the collection development form before submitting their plan to the department chairperson and Academic Policy Council. Librarians will help faculty fill out this form and develop a bibliography of books and other materials to be acquired.
4. **Reserve Services:**

Professors may place library materials, personal texts, movies, or photocopied materials on reserve for student use by filling out a Course Reserve request form, which is available at the Circulation Desk or by contacting Gretel La Guardia (glaguardia@stu.edu or X-6862).

5. **ASC (Archives & Special Collections):**

The University’s Archives and Special Collections are institutional scholarly repositories of special in-house collections, providing research and curriculum development services. These collections are particularly ideal for those who wish to require primary research experiences in their undergraduate or graduate classes. ASC also support original research related to St. Thomas University, the Archdiocese of Miami, and the larger Catholic Identity.

**ASC:** The Archives & Special Collections include:
- The Historical Archives of the University
- The Walt Whitman Collection
- The Clyde Atkins Collection
- Catholic Related Collections:
  - The Dorothy Day/Catholic Worker Movement Papers
  - The National Office for Black Catholics
  - The Newman and Chesterton Special Collections
- The Jackie Gleason Show (Miami Beach) Kinescopes
- Digital Learning Resources, including video of guest and distinguished lecturers who have visited St. Thomas University (e.g. Sr. Helen Prajean, Robert F. Kennedy, Jr., etc.)
- Holocaust Collection

6. **Searchable Databases (e-books; e-encyclopedias; newspapers; magazines and journals):**

The library also provides a wide array of e-resources. These information collections and databases are available on campus or for off campus access using your STU authorization/password. We encourage everyone to visit our e-research portal available at: http://www.stu.edu/AZ/tabid/3721/Default.aspx for the most up to date information.

**CHILDREN IN THE UNIVERSITY LIBRARY**

The University Library is not designed for minor children. Children may cause distraction for the faculty, staff, and students who are working and studying in the library, and library staff may not and will not watch, supervise, or care for any minor. Children who are not accompanied by an adult who is responsible for the child will be reported to security. The University will attempt to accommodate St. Thomas University students with children, but they must follow faculty and staff directions. Children who are accompanied by an adult may not be allowed to be logged into a computer, and library faculty and staff may require adults with children to check out a study room if
one is available to reduce the distraction of others. Adults with children who do cause a distraction will be asked and required to leave the library building.

ARCHBISHOP JOHN C. FAVALORA ARCHIVES & MUSEUM

The Archbishop John C. Favalora Archive & Museum houses the Archdiocese of Miami Archives. The collection includes manuscripts, documents, photographs, objects, rare books, newspapers and other printed and audio-visual scholarly resources. The museum hosts special exhibitions throughout the year. Items from the collections may be consulted by students and other scholars at a special reading room located in the University Library.

The hours for the archive and museum are as follows:
  Monday through Thursday – 10:00 a.m. to 6:00 p.m.
  Friday – 10:00 a.m. to 5:00 p.m.
  Saturday – By Appointment
  Sunday - Closed

To arrange for class tours, or guest tours for the Archbishop John C. Favalora Archive and Museum, please contact Isabel Medina at 305.628.6769 or email her at imedia@stu.edu.

OFFICE OF INFORMATION TECHNOLOGY (OIT)

The Office of Information Technology (OIT) provides the following on-campus services to faculty, which are listed at http://www.stu.edu/oit

1. Technical Support Services:
   Full desktop support including hardware, software, networking, classroom hardware and media equipment, and other technology related issues.

2. Training Services
   All year round training seminars on various popular subjects like Microsoft Office, Email, Blackboard, etc. Faculty is encouraged to request any additional training topics not published in our regular training schedules.

   In addition, OIT offers training classes for video production, podcasting and audio editing to faculty and students enrolled in Communications and other related courses. Faculty may schedule the use of the Digital Media Studio at the Fernandez Family Center for training, mock counseling sessions, speaking in television practice, etc.

3. Telephone Support Services
   Full telephone support services for desktop telephone sets and university issued mobile devices.

4. Consulting Services
   Consulting services and support for technology related research grant writing, strategic planning and proposal development.
5. Media Services
Equipment checkout like digital cameras, video cameras, portable audio recorders, and players. Event recording, audio, video and visual presentation setups. Video production, podcasting audio recording/editing, DVD authoring and web streaming.

OIT orientation ordinarily occurs at the time a new faculty member joins the University community. This orientation can occur on campus (when signing a contract and receiving OIT information from the Human Resources department) or through e-mail if a new faculty member has a pre-existing e-mail address (personal or business).

All requests for OIT services should be directed via e-mail to helpdesk@stu.edu or by phone at extension 6610 (off-campus 305.628.6610).

MAIL
Faculty mail is delivered to the administrative assistant or department secretary who will place mail either on the faculty member's desk or in a box provided in the department area. Mail can also be obtained at the personal boxes located in the campus mailroom.

MEETING ROOMS AND MEETING SPACE
Your department administrative assistant or senior assistant registrar can advise you of the appropriate person to call for reserving a conference room or other meeting space on campus. Please reserve as early as possible as meeting space is at a premium. For those wishing to reserve either the BobCat Hall of Fame or Convocation Hall, go to the STU Web page, click on My BobCat and follow directions for reserving these facilities.

MESSAGE/VOICE MAIL
We no longer have a University Telephone Directory, but you can point them to the Office of Information Technology - Technology Guides: http://www.stu.edu/AboutSTU/Administration/OfficeofInformationTechnology/TechnologyGuides/tabid/1143/Default.aspx#tel

OFFICE FACILITIES
Faculty members will be provided with office facilities for study and for counseling of students. The assignments of these facilities will be made by the Department Chairperson, Associate Dean, and appropriate Deans at the beginning of the school year.

OFFICE SUPPLIES
Office supplies and classroom supplies (dry markers and erasers) are available through the administrative assistant or secretary for your department. Any requests for other instructional materials should be first approved by the Chairperson, Associate Dean, and appropriate Deans before ordering.

All office supplies are to be purchased online at our Staples Advantage site. Orders are placed by the department staff member responsible for the task and charged to that department’s P Card. The University P Cards have been linked to our Staples account so that in an emergency card holders
can make purchases at a Staples store receiving our E&I Contract pricing and our tax exemption.

Any office supplies purchased out of pocket from either another supplier or in person at a Staples store will be considered to be either a personal expense or a donation to the University. There will be no reimbursement for supplies purchased out of pocket. The P Card may not be used to make office supplies purchases outside of Staples.

E-MAIL FOR RETIRED FACULTY
Retired faculty in good standing may request from Human Resources to continue to use St. Thomas University e-mail as long as the e-mail box is accessed a minimum of every thirty (30) days. The maximum size of the e-mail box will be determined by OIT. The Technology Governance Council is charged with implementation. (Approved by DC Committee 09/30/05; APC 10/12/05; and Provost 11/02/05.)

ACADEMIC CODE OF CONDUCT
Can be found in the Current Academic Policy and Procedures Manual (Section 2.2.1) located on the STU Web Page Located in the Bobcat page.

NOTE: CURRENT ACADEMIC POLICIES ARE FOUND IN THE ACADEMIC POLICY AND PROCEDURES MANUAL LOCATED ON THE STU WEB PAGE UNDER BOBCAT

ACADEMIC POLICY

Instituting New Programs Guidelines:
Any employees planning or working on a new program proposal must follow the guidelines listed below (APC 12/12/02; Vice President for Academic Affairs 01/30/03; Senior Staff 02/03). A copy maybe obtained from the Department Chairperson or from the Office of the Provost of the University and Chief Academic Officer.

INTERNAL POLICIES AND PROCEDURES FOR REPORTING SUBSTANTIVE CHANGES TO THE COMMISSION ON COLLEGES

The President, as the St. Thomas University representative to the Commission on Colleges (COC), ensures St. Thomas fulfills all COC requirements for any institutional change requiring notification and/or approval by the COC prior to its implementation.

These institutional changes include:
- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation
- A change from clock hours to credit hours
• A substantial increase in the number of clock or credit hours awarded for successful completion of a program
• The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
• The establishment of a branch campus
• Closing a program, off-campus site, branch campus or institution
• Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution
• Acquiring another institution or a program or location of another institution
• Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
• Entering into a contract by which an entity not eligible for Title I funding offers 25% or more of one or more of the accredited institution’s programs

The President, with the assistance of the appropriate member(s) of the Senior Staff, ensures the following tasks related to these types of institutional change are completed in an appropriate and timely manner. St. Thomas understands ‘appropriate and timely manner’ to mean that the COC has approved the change prior to its implementation.

12. Preparation of the necessary documents when a particular action is considered a substantive change for the review and approval by the appropriate committee of the Board of Trustees and the Board of Trustees. [Documentation: Minutes of Board of Trustees].
13. Preparation of the notification letter informing the COC of the Board’s decision to implement a substantive change. [Documentation: Notification letter to COC].
14. Preparation of any additional documentation regarding a particular substantive change as requested by the COC. [Documentation: Response letter from COC, submission letter and any other requested materials sent to COC].
15. Notification of the Board of Trustees and other members of the institution when the COC’s approval for a particular change has been received. [Documentation: Approval letter from COC].
16. Implementation of a particular substantive change only after the approval of the COC has been received. [Documentation: Implementation plan with start date, etc.].

The Office of the President and the Provost Office, because the Provost serves as St. Thomas’ Accreditation Liaison, shall maintain a file with the set of correspondence and any other documentation for each substantive change. In addition, the Provost’s Office shall maintain a list of all substantive changes made by the institution. This list shall be updated on an annual basis at the end of each academic year.

The Provost, as Accreditation Liaison, shall review these internal policies and procedures and update the Senior Staff of any changes to the COC’s policies or procedures related to substantive change each August. [Documentation: Minutes of Senior Staff Meeting.] (Reviewed by the Provost Executive Committee (PEC) 08/06/12. Approved by President’s Senior Staff 08/14/12.)
INTRODUCTION
POLICIES AND PROCEDURES FOR INSTITUTING NEW PROGRAMS

There are several types of traditional “NEW PROGRAMS” that have established policies and procedures that are well documented. The establishments of a new academic degree, a new academic department, or a new non-credit program are obvious examples.

However, this introduction summarizes a set of policies and procedures that are intended to cover ALL new activities of the University that have an impact on (credit or non credit) students, that impact the financial operations of the University and require University resources, including human, physical, technological, and knowledge.

A new program will always fall under some department and some Senior Staff member. IF THERE IS ANY DOUBT THAT A NEW ACTIVITY FITS UNDER THIS SET OF POLICIES AND PROCEDURES, IT IS THE RESPONSIBILITY OF THE APPROPRIATE SENIOR STAFF PERSON TO ENSURE COMPLIANCE.

EVERY new program or activity covered by this document has certain minimum requirements that must be addressed, as follows:

1. It **must** be appropriate under the University’s mission.
2. It **must** be of demonstrable quality.
3. It **must** have access to adequate resources required for success.
4. It **must** have a “business plan” that is sophisticated enough for Administrative Officials or bodies to evaluate the financial effect of the program or activity on the University.
5. If appropriate, it **must** have sign-off from the University Administrator responsible for relating to the **Southern Association of Colleges and Schools (SACS)**.
6. It **must** identify an individual who will be deemed responsible for implementing the details of operation, which may involve support offices like Admissions, Financial Aid, Registrar, the Business Office, Advancement, Student Affairs, the Office of Information Technology, Human Resources, and the Physical Plant Department.
7. It **must** be approved beyond the level of the department and, **at least be reported** to such oversight bodies as the Fiscal Advisory Committee (if it affects net University revenue or expense) and the President’s Cabinet.
8. It **must** have a process for formal assessment, at least on an annual basis.

The detailed program or activity discussions attached represent an expansion of the above eight (8) requirements. Included are credit and non-credit programs, traditional and “entrepreneurial” programs, on campus and off campus programs, Law School, and Main Campus programs. Each program described identifies specifically the Administrator or the University Body that has **FINAL APPROVAL**. This may be a Dean, a Senior Staff member, the President, or even the Board of Trustees. Final approval will not be with the Fiscal Advisory Committee since this body only recommends action to the President or President’s Cabinet as a body.
**PROGRAMS OF STUDY HAVE TO BE APPROVED THROUGH THE PROCESS BEFORE THEY CAN BE ANNOUNCED. DEANS WILL BE HELD ACCOUNTABLE BY THE PROVOST’S OFFICE FOR ANY DEVIATION FROM PROPER PROCEDURE. MARKETING AND PROMOTION FOR NEW COURSES, PROGRAMS AND DEGREES THAT HAVE NOT YET BEEN OFFICIALLY APPROVED IS ONLY PERMITTED PROVIDED IT IS CLEARLY STATED THE NEW COURSE, PROGRAM OR DEGREE IS STILL PENDING APPROVAL OR HAS NOT YET COMPLETED THE APPROVAL PROCESS.**

(Academic Policy Council 05/08/07 and Provost of the University and Chief Academic Officer 05/07)

ST THOMAS UNIVERSITY: UNDERGRADUATE/GRADUATE
REQUIREMENTS FOR NEW FOR CREDIT
ACADEMIC PROGRAMS AND OFF CAMPUS SITES

Revised
May 6, 2014

[The following proposal guidelines incorporate existing policy statements and are also aligned to the content requirements of a substantive change prospectus. They are designed to make better use of institutional time by reducing redundancy of effort.]

Proposal Guidelines
All proposals for a new program or a new off-campus site must use the following outline as the basis for the organization and content of the document.

1. **TITLE PAGE**
   - List the proposed name of the new program or off-campus site
   - List the name, e-mail address, and phone number of the individual responsible for the development of the proposal.
   - List the anticipated start date of a new program or opening date of a new off campus site.

2. **ABSTRACT** (limit to one page or less)
   - Describe the proposed change; list the initial date of implementation; projected number of students, if applicable; description of primary target audience; projected life of the program (single cohort or ongoing); instructional delivery methods and, if the change involves the initiation of an off-campus site, its complete physical address.

3. **BACKGROUND INFORMATION**
   - Provide a clear statement of the nature and purpose of the change in the context of the institution’s mission and goals.
4. **ASSESSMENT OF NEED AND PROGRAM PLANNING/APPROVAL**
   - Discuss the rationale for the change, including an assessment of need; and evidence of inclusion of the change in the institution’s ongoing planning and evaluation processes.

5. **DESCRIPTION OF THE CHANGE**
   - Provide a description of the proposed change, including the specific outcomes and learning objectives of the program, a schedule of proposed course offerings, and a list of the program’s new courses with their descriptions.

   - In the case of a change involving the initiation of an off-campus site, indicate the educational program(s) to be offered. Describe any differences in admission, curriculum, or graduation requirements for students enrolled at the new site(s), or any special arrangements for grading, transcripts, or transfer policies. Describe administrative oversight to ensure the quality of the program or services to be offered.

6. **FACULTY**
   - Provide a complete roster (using the Faculty Roster Form located at end of this document). Insert this roster at this point in the narrative.

   - Provide a narrative with supporting evidence that the number of full-time faculty members and available adjunct instructors is adequate to support the program; and describe the impact of the new initiative on current faculty workloads.

   - For distance learning programs, describe processes in place to ensure that students have structured access to faculty.

   - For graduate programs, document scholarship and research capability of full-time instructional faculty who might teach in the program.

   - For doctoral programs, document the experience full-time instructional faculty who might teach in the program in directing student research.

7. **LIBRARY AND LEARNING RESOURCES**
   [This section must be completed in consultation with a staff member from the Main Library.]

   - Describe library and information resources—general as well as specific to the program—and staffing and services that are in place to support the initiative.

   - If reliant upon other libraries, describe those collections and their relevance to the proposed program(s) and include a copy of formal agreements in the appendix.
• **Relative to electronic resources, describe how students and faculty will access information, training for faculty and students in the use of online resources, and staffing and services available to students and faculty.**

• **If citing electronic databases accessed through consortial or statewide groups, please describe the discipline-specific suites of resources and not just the name of the consortium (such as Viva, Tex-Share, Galileo, Louis, etc.). For doctoral programs, document discipline-specific refereed journals and primary source materials.**

8. **PHYSICAL RESOURCES**
   • Provide a description of physical facilities and equipment to support this initiative. Assess the impact that the proposed change will have on existing programs and services.

9. **FINANCIAL SUPPORT**
   [This section must be completed in consultation with a member of the Vice President for Administrative Affairs’ staff.]
   • Provide a business plan that includes all of the following:
     a. Description of financial resources to support the change, including a projected budget for the first three years of the new academic program and/or off-campus site. This budget must include marketing and advertising expenditures.
     b. Projected revenues and expenditures and cash flow for the first year for the new academic program and/or off-campus site.
     c. The amount of resources going to other institutions or organizations for contractual or support services.
     d. The operational, management, and physical resources available for the change. Incremental expenses including 17% overhead
   • **Provide a marketing/ advertising plan designed to promote the new program or off campus site.**
   • **Provide contingency plans in case required resources do not materialize.**

10. **EVALUATION AND ASSESSMENT**
    • **Describe the procedures for systematic evaluation of instructional results for new academic program or the programs at the new off-campus site, as well as how the results will be used to improve institutional programs, services, and operations.**
    • **For compressed time frames describe the methodology for determining that levels of knowledge and competencies comparable to those required in traditional formats have been achieved.**
Institutional and Accrediting Body Approvals

  o Institutional Approvals

  a. University Faculty's Approval
  A new academic program or off-campus site must be reviewed and approved by the college/school’s faculty where the program’s discipline is housed.
  [Documentation: Minutes of meeting where faculty approved the new program or off-campus site.]

  After approval by the appropriate college/school, the college/school’s dean presents the proposal to the Academic Policy Council for its review. The Council may either return the proposal to the dean with a request for additional information or a clarification of existing material or send it forward with its approval to the Provost and Chief Academic Officer.
  [Documentation: Minutes of meeting where the Academic Policy Council approved the new program or off-campus site.]

  b. University Administration Approval
  The Provost and Chief Academic Officer, after consulting the Provost Executive Committee or its equivalent, presents the proposal to the President’s Cabinet for its review. The President’s cabinet may either return the proposal to the Provost and Chief Academic Officer with a request for additional information or a clarification of existing material or send it forward to the President with its approval.
  [Documentation: Minutes of meeting where President’s Cabinet approved the new program or off-campus site.]

  c. University Board of Trustee’s Approval
  After the program has received the approval of the President and President’s Cabinet, the Provost and Chief Academic Officer presents the proposal to the Academic Committee of the Board of Trustees. The Academic Committee of the Board of Trustees may either return the proposal to the Provost and Chief Academic Officer with a request for additional information or a clarification of existing material or send it forward to Board of Trustees. The Board of Trustees may either approve the proposal or return it to the President with a request for additional information or a clarification of existing material.
  [Documentation: Minutes of meeting where Board of Trustees approved the new program or off-campus site.]

  If the proposal is not considered a substantive change by SACSCOC, the proposal is implemented according to its start date and marketing plan.

  If the proposal is considered a substantive change, a substantive change prospectus is prepared and submitted to SACSCOC for its review and approval. Only after formal approval of a substantive change by SACSCOC can the proposal be implemented.
2. Accrediting Body Approval & Substantive Change Notification

The Office of the President shall notify the President of the Commission of Colleges of any substantive change approved at the institutional level within 45 days of this approval. A substantive change that requires notification and a possible prospectus include:

a. Initiating certificate or degree programs at a more advanced degree level
b. Initiating an off-campus site at which students can earn at least 50 percent of credits toward a degree
c. Initiating a branch campus
d. Initiating any change in legal status, governance, form of control, or ownership of the institution
e. Expanding the institution’s programs at the current degree level through the addition of significantly different programs
f. Initiating programs at a lower degree level
g. Initiating a consolidation or merger
Faculty Roster Form
Qualifications of Full-Time and Part-Time Faculty
New Program or Off-Campus Site

Name of Academic Program or Off-Campus Site:

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<thead>
<tr>
<th>1</th>
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<tbody>
<tr>
<td>NAME (F, P)</td>
<td>PROPOSED COURSES Course Number &amp; Title, Credit Hours (D, UN, UT, G)</td>
<td>ACADEMIC DEGREES &amp; COURSEWORK Related to Proposed Courses, Including Institution &amp; Major, List specific graduate coursework, if needed</td>
<td>OTHER QUALIFICATIONS &amp; COMMENTS Related to Proposed Courses, Including Scholarship and Research Activities for Graduate Program Proposals</td>
</tr>
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(Code: F, P: Full-time or Part-time; D, UN, UT, G: Developmental, Undergraduate Nontransferable, Undergraduate Transferable, Graduate)
REQUIREMENTS FOR CONTINUING EDUCATION CREDITS PROGRAMS

I. Standards for New Off-Campus Programs
Standards for new off-campus programs are the same as Requirements for New Academic Programs and Centers.

II. Approval Process
The Continuing Education Unit (CEU) program must be submitted to the appropriate Dean/Assistant Dean for approval two (2) months prior to the proposed start date. The appropriate Dean/Assistant Dean must submit the program for approval to the Provost of the University and Chief Academic Officer. The proper approval must also be received from the State of Florida, SACS, and other agencies as needed.

REQUIREMENTS FOR NEW NON-CREDIT ACADEMIC PROGRAMS AND CERTIFICATES

I. Standards for New Non-Credit Academic Programs and Certificates
Standards for new non-credit academic programs and certificates are the same as Requirements for New Academic Programs and Centers with the following modification in the means of assessing financial soundness:

Arrangements should be made with the Registrar to produce the certificate and record the certification.

II. Approval Process
It is recommended that these Non-credit Certificates be authorized under the umbrella or the authority of the unit proposing the Certificate. If the Director/Dean/Provost of the University and Chief Academic Officer re-allocates funds within an existing budget, there is no need for it to go to the Fiscal Advisory Committee or a New Program Committee. If it requires additional funds, then it would be proposed through the normal planning and budget cycle. If a special opportunity springs up outside the regular budget cycle, then it would be presented at a regular meeting of the Fiscal Advisory Committee or at a sub-committee of the Fiscal Advisory Committee designated for such initiatives.

A not-for-credit Certificate must be approved at the level of a unit, which has a Director who reports to a Dean or the Provost of the University and Chief Academic Officer. The Chair/Director then must inform the Department Chairpersons and obtain approval from the Provost of the University and Chief Academic Officer who is responsible to let the President and other VPs know of the new initiative. As a matter of communication, a synopsis of the new Certificate would be sent to the Faculty.
REQUIREMENTS FOR NEW “ENTREPRENEURIAL” PROGRAMS

I. Standards For New Entrepreneurial Programs

Definition: An “entrepreneurial” program ordinarily will be an academic instruction program, but it may be a program started by the University that is purely for institutional sustainability. That is, these programs must generate sufficient net revenues to cover all direct costs plus indirect cost and contribute additional net revenue for the Main University or the Law School.

A. A new entrepreneurial program must have a mission statement that is compatible with the University mission.

B. Pedagogical Soundness

Whether it is an academic credit or non-credit program, there must be high pedagogical standards comparable to any other academic program.

C. Expansion of University Recognition

It would be desirable but not required that any program should expand the positive recognition of the University on a local, regional, national, or international level.

D. A new entrepreneurial program must have a business plan, which includes a detailed market analysis and marketing plan.

E. A new entrepreneurial program documentation must identify which specific General Fund budget will be charged with any DEFICIT that may occur.

II. Approval Process

A new entrepreneurial program can be brought forth through any Dean or Vice President, directly to the Fiscal Advisory Committee, which will make a recommendation to the President’s Cabinet.

REQUIREMENTS FOR NEW INTERCOLLEGIATE ATHLETIC PROGRAMS

I. Standards for New Intercollegiate Athletic Programs

Because the overall Athletics Program has a key role in the University’s Enrollment Goals, the Athletics Committee will look at the following as requirements to be considered before new varsity athletic programs are established:

1. Will the program increase the undergraduate new student enrollment?
2. Will the program increase the University’s capacity to competitively recruit and retain students?
3. Will the program ensure increased student satisfaction and retention?
4. Will the program ensure increased student satisfaction and retention?
5. Will the program be assessed annually based on numbers one through four?

Means of Assessing Financial Soundness must be addressed:

1. Market Analysis

An analysis of the market describing internal and external demands for the new academic program or center including the proposed location and availability of faculty must be provided.
2. Budget
A detailed budget plan in order to demonstrate:
   a. the financial feasibility of providing start-up funds,
   b. the financial feasibility of making net revenues once the program commences,
   c. incremental expenses, and
   d. overhead expenses.

3. Start Date
Start Date, taking into account the presence of market forces, the time needed to obtain necessary approvals, and the availability of sufficient funding, qualified personnel, and adequate physical space and SACS approval.

4. Marketing Plan
Develop marketing and advertising campaign for the center/program. For new centers, develop a presence within the new location and neighborhood through a well-designed public relations plan. This could include discussions with financial affairs to determine the ability to provide quality educational opportunities at the lowest cost.

II. Approval Process
When a new intercollegiate athletic program is considered for the Department of Athletics, the following must occur:

   A. Consideration for new athletic programs must be recommended by the Athletic Director to the Athletics Committee for consideration.

   B. To ensure that the above will occur before establishment of a new varsity sports program, the new program will be recommended to operate under “club” status until the Athletics Committee, along with the approval of the President, can determine it has met appropriate goals delineated above.

   C. During “club” status phase, the Athletics Committee, the Vice President for Student Affairs and the Athletic Director will meet with the Fiscal Advisory Committee to determine time-line and budget amounts for when the “club” sport will gain varsity status.

   D. Once it is determined that varsity status is appropriate, the Athletic Director and President must complete the NAIA Declaration of Intent to Participate Certificate by May 1st for the upcoming academic year for the new athletic program to be officially certified as a varsity program.

   E. Once identified as an official new athletic program, the Athletic Director will notify the Florida Sun Conference Commissioner and complete all necessary paperwork to compete within the Florida Sun Conference.

Definition of “club” sport: an Intramural team that will compete against other local colleges and universities under the direction of the Intramural and Recreational Sports division. Club teams will not be given recognition as a varsity athletic program and can only compete under the auspices and mission of the Intramural and Recreational Sports division.
I. Standards for Camps (Summer and/or Athletics)

A. Association with the organization would allow additional revenue generation.

B. Association with the organization would allow for enhanced skill development or professional development of students, staff, or faculty.

C. Association with the organization would allow for increased opportunities for students to obtain internships, externships, practical training, or full-time employment.

D. Association with the organization would allow for increased marketing and promotion for St. Thomas University.

E. Association with the organization would allow increased recruitment of students.

F. Goals and objectives of the organization require the utilization of our physical facilities and campus resources.

G. Association with the organization would allow for increased promotion of health, wellness, and physical fitness.

H. Required adherence to university policies and procedures understanding that violations may result in immediate termination of agreement or contractual relationship.

I. An assessment plan must be described.

J. Budget: A detailed budget plan in order to demonstrate:
   a. the financial feasibility of providing start-up funds,
   b. the financial feasibility of making net revenues once the program commences,
   c. incremental expenses, and
   d. overhead expenses.

K. When internal or external camps want to use St. Thomas University facilities, the following step are taken:
   a. If this is an athletic camp, outsiders must contact the Director of Athletics and/or the Athletic Facilities Manager. Non-athletic camps need to contact the Campus Life. Approval must be obtained from the Vice President for Student Affairs.
   b. Once approved, the Director of Athletics and/or the Facilities Manager sends the facility agreement.
c. Before rental of the facility can occur, the camp must provide $1,000,000.00 liability certificate of insurance, additionally insuring St. Thomas University. If fans are going to attend an event, insurance must include spectator liability.
d. Payment must be received along with the certificate of insurance prior to the start of the event.
e. If housing is needed, they must see the Office of Campus Life for housing information.
f. If meals are needed, the camp will be directed to the Food Services Director.
g. It is recommended that there is one chaperone per 10 students; one chaperone per 20 students is mandatory.
h. For pool usage, a camp must reserve the pool with the Director of Athletics or the Facilities Manager. It is recommended that a lifeguard is present. LIABILITY INSURANCE MUST INCLUDE USE OF THE POOL.
i. If classrooms/Convocation Hall/Bobcat Hall/etc. are needed, the Office of Campus Life will assist with the reservation and billing for use of this space.

II. Approval Process
A. Department head utilizes the checklist above to determine feasibility of working with the group.
B. Department head checks to see if space is available with Physical Plant and on the respective office activity calendar.
C. Department head obtains mission and goal statement and activity plan from the organization.
D. Department head conducts a background check of organization.
E. Department head checks to see if liability or insurance coverage is in place.
F. Department head must check to see if appropriate chaperones are available for all proposed events and activities.
G. Department must obtain list of all special needs (equipment, facility, etc.).
H. Department head brings request for camp to the Vice President for review and approval.
I. If camp is approved, department head can proceed with working to implement the camp if no impediments exist.

SCHOOL OF LAW
REQUIREMENTS FOR LAW SCHOOL PROGRAMS

I. Standards for Law School Programs
Law School programs must meet or exceed the following standards:

A. Mission
The program must be appropriate under the University’s mission.

B. Pedagogical Soundness
The academic portion of any program must meet high pedagogical standards comparable to those met by the Law School’s J.D. program.
C. Expansion of Law School Recognition
Any program should expand the positive recognition accorded to the Law School on a local, regional, national, or international level.

D. Utilization of Law School Diversity to Promote Human Relations
A Law School program must utilize the diversity within the Law School in a manner that enhances intercultural understanding and human relations.

E. Revenue Enhancement
A Law School program must not, on balance, divert resources from the J.D. program and must generate revenues to enhance the overall excellence of the Law School.

II. Approval Process for New Programs

A. Development of Plan
1. Compliance with Standards
The first step in developing a new program is to conceive of a plan that will meet or exceed the standards, described in Section I, of pedagogical soundness, the expansion of Law School recognition, the utilization of the Law School’s diversity to promote human relations, and revenue enhancement. This plan must contain a “business plan” that permits a sound evaluation of the financial effect of the program or activity on the University. It must also identify an individual who will be deemed responsible for implementing the details of operation, which may involve support offices like Admissions, Financial Aid, Registrar, the Business Office, Advancement, Student Services, the Office of Information Technology, Human Resources, and the Physical Plant Department.

2. Assessment of Compliance with Standards
The plan for a new Law School program must demonstrate compliance with the standards described in Section I. The following means of assessment, among others, normally will reveal the program’s likely degree of compliance.

B. Means of Assessing Pedagogical Soundness
Among other means of measuring compliance with this standard are the following:

1. Quality of Faculty
   a. Academic Credentials
   The academic credentials of faculty employed in new programs must be appropriate to the program and reflect outstanding training and promise. Normally, resumes and transcripts of legal degrees will provide much or all of the data necessary to draw these conclusions.

   b. Prior Teaching Experience
   Prior successful teaching experience is as desirable for professors teaching in new programs as it is for professors who teach in the J.D. program. Typically, student evaluations and thorough reference checks shed considerable light on teaching ability and past performance.
c. Availability of Qualified Faculty
Qualified faculty members must be available to a new academic program. The likely source(s) of qualified teachers -- whether the current St. Thomas law faculty, law professors from other law schools, the AALS Hiring Conference, adjunct law professors, or professors in other disciplines -- must be identified.

C. Qualifications of Director
The training, experience, and skills of the director of a new program must be outstanding with respect to the responsibilities of the position. A detailed job description is necessary to make the assessment, as is relevant information about the candidate. Typically, resumes and interviews, and thorough reference checks will provide sufficient information about candidates.

D. Starting Date
An otherwise successful program can fail if launched at the wrong moment in time. A number of factors must exist simultaneously, including the presence of certain market forces, the likelihood of obtaining necessary approvals, and the availability of sufficient funding, qualified personnel, and adequate physical space. The means of assessing the presence of each of these factors is included elsewhere in Sections II and III.

E. Office Space, Technology, and Equipment
Each new program must have access to sufficient office space, technology, and equipment. A floor plan showing the placement of personnel and equipment, as well as a technology plan normally will prove sufficient.

F. Institutional and Accrediting Body Approvals

1. Institutional Approvals
a. Law Faculty's Approval
First, the Law School faculty must approve any new program before it is offered by the Law School. The Curriculum Committee reviews proposals for new academic programs and, at a faculty meeting, recommends whether the proposal should be approved, modified, tabled, or opposed. The minutes of the faculty meeting at which a new program is approved should reflect if this process has been followed.

b. President's Approval
Any new program approved by the Faculty that represents a major change in the overall Law School program is subject to approval by the Fiscal Advisory Committee (if it affects net University revenues or expenses), the Senior Staff, and the President of the University.

c. Board of Trustees' Approval
New Law School programs that require the approval of the University’s Board of Trustees normally are referred by the President to the Board’s Academic Affairs Committee. The Academic Affairs Committee then reports on the proposed program to the Board.
2. Accrediting Body Approvals

a. ABA Acquiescence
The American Bar Association (ABA) has been designated by the U.S. Department of Education as the accrediting body for American law schools. New programs within a law school’s J.D. degree program must comply with applicable ABA Standards. New programs outside the J.D. program, such as LL.M. degree programs, must be inspected and ultimately “acquiesced in” by the ABA. One of the ABA’s principal concerns with programs outside the J.D. program is that the J.D. program is not drained of resources in favor of the outside program.

b. SACS COC Compliance
The Southern Association of Colleges and Schools accredits universities in the region. As a school within the University, the Law School must comply with SACS requirements, expressed, as a lengthy list of “must statements.” Programs offered by the Law School, whether within the J.D. program or not, must affirmatively demonstrate compliance with SACS requirements. A new program must have a sign-off from the University Administrator responsible for relating to the Southern Association of Colleges and Schools.

III. Assessment of On-Going Programs
On-going Law School programs must be assessed periodically for compliance with the standards for programs.

A. Pedagogical Soundness
(I.e., the academic portion of a program must meet high pedagogical standards comparable to the standards met by the Law School.)

1. Performance of Faculty
a. Student Evaluations of Faculty
Student evaluations of faculty are to be gathered for all Law School courses, including those outside the J.D. program and all online courses. Professors will have access to the evaluations after they have handed in final grades for their courses.

b. Director’s Evaluation of Faculty
The director of a new program shall evaluate the performance of faculty members and discuss her or his assessment with each faculty member.

2. Performance of Director
a. Director’s Annual Self Evaluation
The director of a program will complete a self-evaluation to gain insight into her or his performance.

b. Annual Evaluation by Administration
The Dean or an administrator to whom a director is directly accountable shall evaluate the performance of a director, providing concrete suggestions for improvement.
3. Space, Technology, and Equipment
Each new program must have access to sufficient office space, technology, and equipment. A floor plan showing the placement of personnel and equipment, as well as a technology plan normally will prove sufficient.

B. Curriculum Committee Review of Program
(I.e., as part of its permanent charge, the Curriculum Committee must review the curriculum regularly.)

Means of Assessment: The review of any program will be in writing and will be disseminated to the faculty and the Dean.

C. Expansion of Law School Recognition
(I.e., any program should expand the positive recognition accorded to the Law School on a local, regional, national, or international level.)

Means of Assessment: Measuring the enhancement of institutional reputation seems to depend principally on empirical observations.

D. Utilization of Law School Diversity to Promote Human Relations
(I.e., programs must utilize the diversity within the Law School in a manner that enhances intercultural understanding and human relations.)

Means of Assessment: Assessment of a program’s performance in this area should involve the use of surveys and, if feasible and appropriate, interviews.

E. Revenue Enhancement
(I.e., programs must not divert resources from the J.D. degree program and must generate revenues to enhance the overall excellence of the Law School.)

Means of Assessment: The measurement of compliance with this standard normally will be straightforward. If more funds, including the wages of personnel, would be spent on the new program than would be returned to the program, this standard would be violated. A soundly constructed budget will reveal the answer. A new program must not only meet high pedagogical standards, but also contribute resources to accomplish this end with regard to the overall program of the Law School. For better or worse, excellence depends, inter alia, on the availability of funds, including any necessary start-up costs. As noted above, a carefully drawn budget will reveal the answer. Finally, as with any new program seeking to attract students, a thorough and unbiased market study indicating the likelihood of the program’s success must be conducted.

F. Diversity
(I.e., programs must utilize the diversity within the Law School in a manner that enhances intercultural understanding and human relations.)

Means of Assessment: Assessment of a program’s performance in this area should involve the use of surveys and, if feasible and appropriate, interviews.
INTRODUCING ACADEMIC POLICY (AND NEW COURSES)

Academic policy may be initiated from many different parts of the University. This section addresses how each of the areas of academic initiative should proceed.

**President:** When the president wishes to initiate academic policy, it should be passed on to the Provost of the University and Chief Academic Officer for processing. The Provost of the University and Chief Academic Officer should seek the advice of the Provost’s Executive Committee (PEC). If the item concerns curriculum, the advice and recommendation (indicated by majority vote) of the Academic Policy Council will be sought by the Provost of the University and Chief Academic Officer before such a policy is mandated.

**Provost of the University and Chief Academic Officer:** When the Provost of the University and Chief Academic Officer recommends a new policy or a change in policy, the proposal should be presented at a meeting of the Provost’s Executive Committee (PEC). If the proposal is recommended, it will go through the Provost of the University and Chief Academic Officer to the President's Cabinet, or go through the deans to the faculty. The Provost’s Executive Committee will recommend the appropriate procedure depending on the nature of the policy.

**President’s (Senior Staff)/President’s Cabinet:** Members of the President's Cabinet can make recommendations to the Provost of the University and Chief Academic Officer concerning academic policy. In this case, the Provost of the University and Chief Academic Officer should follow the same procedures as when the President initiates academic policy.

**Academic Policy Council:** When members of the Academic Policy Council recommend a new policy, it should be debated and preliminarily voted upon by the Council. It is then the responsibility of the Provost of the University and Chief Academic Officer to present the policy to the Provost’s Executive Committee (members: Associate Provost, Assistant Provost, Deans and Assistant Deans) (and other academic staff, when appropriate) for their advice. The Provost of the University and Chief Academic Officer has final approval.

The faculty of each discipline/program/department are solely responsible for their curriculum including changes in existing programs that do not impact students or faculty in another discipline/program/department. Such changes will be circulated to members of the Academic Policy Council of the University 30 days before implementation. If objections exist, the item will be put on the Academic Policy Council agenda for review as per its procedures. If objections do not exist, the change will go to the Provost of the University and Chief Academic Officer for implementation.

(To provide articulation between the Academic Policy Council and the Provost’s Executive Council (members: Associate Provost, Assistant Provost, Assistant Deans and Deans), drafts of the minutes of Academic Policy Council and drafts of the proposed agendas will be shared with the Provost’s Executive Committee.)
**Department Chairpersons:** When a department chairperson recommends a new policy or change in policy, the proposal should be presented to the Dean of the appropriate College or School. If the proposal is approved, the proposal will be presented to the Provost’s Executive Committee. Upon approval of the PEC, proposal will be forwarded to the Academic Policy Council for their consideration and recommendation. Final approved is from the Provost of University and Chief Academic Officer.

**Academic Staff:** Any member of the academic staff who wishes to propose a change in academic policy should present it in writing to the Provost of the University and Chief Academic Officer. The Provost of the University and Chief Academic Officer will then present it to the Provost’s Executive Committee (members: Associate Provost, Assistant Provost, Deans and Assistant Deans). The Provost’s Executive Committee will recommend the appropriate procedure depending on the nature of the policy.

**Faculty:** Faculty may initiate academic policy through their department chairperson, associate/assistant dean or Dean of the school or college.

**Students:** Students may initiate academic policy through the student government. In this instance, the president of the student government should present any agreed on proposed policy to the Provost of the University and Chief Academic Officer, who must respond to the student government within one month of having received the proposed policy. The Provost of the University and Chief Academic Officer may approve such a policy upon the advice of the Provost’s Executive Committee.

**INITIATION OF NEW COURSES, DELETION OF COURSES IN CURRICULUM**

1. The initiation of new courses or the revision of the departmental curriculum and/or program requirements must proceed from the department to the appropriate Dean of the College or School. If the dean concurs, the dean will present it to the Academic Policy Council.

2. The Board of Trustees is responsible for approving the number and types of degrees (including creation and deletion of majors); the number and nature of departments or schools through which the curriculum is administered; and the extent to which the institution offers graduate work and off-campus programs. The Provost of the University and Chief Academic Officer will take the recommendations of the Academic Policy Council or the Provost’s Executive Council on the above stated matters to the Academic Affairs Committee of the Board of Trustees to be presented to the full board for review and approval before being implemented.

3. The Board of Trustees may also mandate academic policy to be implemented immediately, but this should happen on the rarest of occasions and only in matters of extreme urgency and gravity.

4. **Procedure for General Education Requirement Change:**
   a. A specific proposal is presented to the Dean of the College or School by faculty, etc.
   b. All faculty members will have the opportunity for input through their department, college or school.
c. The Provost’s Executive Committee votes on the change and forwards the decision to the Academic Policy Council.
d. Recommended policy creation and/or deletion by the Provost of the University and Chief Academic Officer for consideration of adoption and appropriate action.

**Initiating a New Course**
The appropriate dean, associate or assistant dean, chairperson or faculty member must complete the New Course Proposal Template and Library Resources Requisition Form (contact the Director, Office of the Provost for the current form). The following two new sections have been added to the New Course Proposal form: 1) **Student Learning Outcomes and Assessment** – Identify one or two course student learning outcomes and how each will be assessed in this course; 2) **Program Student Learning Outcomes and Assessment** – Identify one or two program student learning outcomes and how each will be assessed in the course (Approved Provost’s Executive Committee 01/07/08; APC 04/02/08; Provost of the University 04/10/08.)

**Exceptions to Academic Policy**
Under exceptional circumstances, waivers from any academic policy may be authorized by the Provost of the University and Chief Academic Officer or his/her duly appointed academic representative.

**Promulgation of Academic Policy**
Academic policies will be promulgated by being sent to the academic departments and officers within thirty days after being approved by the Provost of the University and Chief Academic Officer. They will be considered in effect either as per the date of publication or from the date specified in the body of text. Copies will be available at the Provost of the University and Chief Academic Officer’s office, library, and in the offices in the Academic Deans, Department Chairs and WEB Page.

**Notification of Academic Policies to Faculty**
At the provost Executive Committee (PEC) meeting on Tuesday, August 10, 2010, the committee members recommended that academic policy updates be sent out to the faculty on a regular basis instead of as an end-of-the-year summary. The committee members felt this way you would be kept up-to-date on any academic matters.

**DEPARTMENTAL RECONFIGURATION GUIDELINES**
(Approved by DC Committee 02/22/05, Revised 02/24/06; APC 03/28/06; and Provost 04/07/06.)

**Proposal Format for Departmental Reconfiguration**
Any proposal for departmental reconfiguration should address the following questions:

1. How does this proposal reflect the vision, mission and institutional strategic goals of the University and the Provost’s working goals for the next several years?
2. What is the purpose of the new unit or department?
3. What is the plan of the proposed unit or department? How does the proposal articulate with the SACS report and the Program Reviews?

4. What are the outcome-based measurements and accountability of the new unit or department (with timelines)? (A year-end report will be submitted for three consecutive years to explain accomplishments and to request resources if appropriate.)

5. What will be the budgetary impact on the new unit or department? e.g. revenues & expenses. (Preliminary budget is attached.)

6. What is the impact on the department the cluster leaves and/or on the department that receives the cluster?

Proposal Review Process for Department Reconfiguration

1. After the proposal has been prepared based on the cluster input and approval and after it has been presented to the department, an invitation from the Chair of the Chairs Committee should be communicated to the initiators of the proposal, informing them that they have been scheduled to make their official presentation of the proposal at the next Chairs Committee meeting.

2. The initiators, defined as a cluster of faculty members, the Provost, a committee appointed by Provost, an Academic Dean, or the President of the University, shall give a brief presentation to the Chairs Committee, having submitted the proposal prior to the meeting.

3. After the presentation and brief question/answer period, initiators should leave the meeting room.

4. Chairs/Executive Directors will then decide whether to recommend or not to recommend the proposed plan.

5. If the Chairs/Executive Directors recommend the plan’s approval, it should be forwarded to the Academic Policy Council for further review and approval. If not approved, the Provost has the option of sending it on to Academic Policy Council anyway or of returning the proposal to its initiators with comments on how the proposal can be improved. The Chair/Executive Director communicates the decision of the Committee to the principal initiator. The initiators are free to bring the proposal back to the Chairs’ Committee.

6. The Academic Policy Council will recommend either approval or disapproval of the proposed plan. If approved, the proposed plan will be forwarded to the Provost for his signature. If approval is not recommended by APC, the Provost has the option of sending the proposal back to chairs for revision or the Provost can approve or reject it.

7. If the Provost approves the plan, it is sent to the President and Board of Trustees for final approval. If the Provost does not approve the plan, it is sent back with comments on how the proposal can be improved to the Academic Policy Council.
8. If approved at all levels, a year-end report will be submitted for three consecutive years to explain the accomplishments and to request resources if appropriate.

9. Implementation will be as soon as feasible after the change is approved by the Board of Trustees.

DEPARTMENTAL CONCERNS

Selection of Department Chairpersons

Term of Office: Department Chairperson will serve a term of three years in office. Any previous chairperson, including the incumbent, is eligible for reappointment to an indefinite number of terms. The term of office shall begin with the appointment and run through three complete academic years.

Selection Procedure: Each department shall submit to the appropriate Dean a list recommending no more than three people whom the department considers most qualified for the position of Department Chairperson. This list may be rank ordered. A secret ballot system is recommended. Prior to the selection of the list of recommendations, any member of the department may propose himself/herself or his/her candidate for presentation to the department. It is understood that this list will express the strong wishes of the department faculty but will not be binding upon the administration. The final selection of the Department Chairperson will be made by the Provost of the University/Chief Academic Officer.

Provision For Extended Absence From Campus: If a Department Chairperson is to be absent from campus for an extended period of time (up to one year), or is otherwise unable to perform his/her duties, the department faculty will recommend to the administration a suitable temporary replacement following the above selection procedure. The Provost of the University and Chief Academic Officer will take final action in appointing such temporary replacement, who will serve until the return to duties of the Department Chairperson, or until it is deemed necessary to appoint a permanent replacement.

Removal for Cause: At any time a majority of department faculty members may recommend, for cause, in writing that the Dean withdraw the appointment of the current department chairperson. The Dean will then, at his/her discretion or option, convene a meeting of the members of the department in question. After the department members have expressed their views at this meeting, the Dean, in consultation with the Provost of the University and Chief Academic Officer, will make a decision regarding termination or continuance of the Department Chairperson.

Scheduling of Classes
The creation of the Schedule of Classes for each academic term is a shared responsibility of academic administrators as follows: 1) by a deadline determined by the Registrar and Department Chairs are expected to submit a list of courses to be offered in a term along with the days and times and preferred rooms; 2) the Registrar will prepare a first draft of the Schedule of Classes, including the assignment of all courses to classrooms; 3) together and individually, the Department Chairs will scrutinize the undergraduate periods and the appropriate balance between departments, and will report any changes back to the Registrar, who will prepare the final Schedule of Classes.
Cancellation of scheduled classes is the responsibility of the Department Chairs, in consultation with the appropriate academic Dean of the College or School.

INFORMATION FOR FACULTY TEACHING INTERNSHIPS

Qualifications for Enrollment are Summarized as Follows:
1. Undergraduate students should have a GPA of 2.25 in their major to be eligible to take an internship course. (APC 5/25/99 Students must have at least a 2.5 GPA in the Sports Administration major before registering for SPO 497, SPO 498 or SPO 499. Students not meeting this requirement must take over Sports Administration electives to fulfill credit requirements for the major and must still maintain a 2.25 GPA to graduate.)
2. Graduate students must have a 3.0 GPA to participate in the internship.

Course Requirements are Summarized as Follows:
1. Internships both undergraduate and graduate require at least 150 hours of on-site work per three credit hours (6 credits = 300; 9 credits = 450). Furthermore, each program aims to meet guidelines of accrediting bodies in their discipline.
2. All internships require written logs for each week of the semester. The format of these logs will vary by program, but clear instructions as to their content are part of the syllabus.
3. All internships require a final written paper describing significant leanings.
4. A minimum of four formal meetings with the on-site supervisor should be recorded by the student. Progress reports are submitted at mid-term. Written final evaluations are submitted at the end of the term. Format for evaluations are left to departments.

Program Responsibilities are Summarized as Follows:
1. Grading options are clearly defined in the catalog by each program.
2. Syllabi set criteria for grading and are attached to the internship application form.
3. Each program will develop a booklet for on-site supervisors orienting them to the program and apprising them of their responsibilities.
4. Each program will develop a learning contract which clearly outlines the expectations of students, on-site supervisors, and faculty supervisors to be signed at the beginning of the term and kept on file in the department office.
5. A minimum of two formal communications with the on-site supervisor and at least one on-site visit, if at all possible, are required of the faculty supervisor.

Administrative Responsibilities are Summarized as Follows:
1. St. Thomas University should review requirements for liability insurance needed to adequately cover all internship programs. Each department should clearly state the University’s coverage both on syllabus and on-site supervisor’s orientation materials.
2. Departments should be encouraged to recognize the work of the on-site supervisors and sponsoring organizations through various means, (e.g. certificates of appreciation, lunches/dinners, etc.).
To Ensure the Quality of Internship Programs, Faculty Supervisors Directing Internships will Receive the Following Compensation:
1. An enrollment of one-four students will be paid as independent studies.
2. An enrollment of five or more students will be paid as determined after negotiations with the Department Chair of the respective Department.
3. Internship loads may be accumulated from start of fall to beginning of the following fall semester.

UNIVERSITY POLICY/PROCEDURE RELATED TO FACULTY RESPONSIBILITIES

UNIVERSITY REGULATIONS

E-Verify
Effective 5/16/11, St. Thomas University is an E-Verify Employer.

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States. STU will utilize E-Verify to verify employment eligibility for all newly-hired employees.

Standards of Disqualification for Employment
(Passed by Senior Staff of St. Thomas University 06/16/10)

The University will follow the guidelines set forth in Fla. Stat. 435.04 to identify those offenses which will result in disqualification for employment.

The statute identifies the following types of offenses for which a plea of guilty, a plea of no-contest, or a conviction will result in disqualification from employment:

Sexual Misconduct: sexual battery; prostitution; lewd and lascivious behavior; incest; obscene literature; with certain developmentally disabled clients or mental health patients; with certain forensic clients and reporting of such sexual misconduct.

Relating to Minors: assault/aggravated assault; battery/aggravated battery; taking, enticing, or removing a child beyond the state limits with criminal intent pending custody proceedings; battery on a detention or commitment facility staff; contributing to the delinquency or dependency of a child; negligent treatment of children; sexual performance by a child; drug abuse if any other person involved in the offense was a minor.

Adult Abuse: abuse, aggravated abuse, neglect or exploitation of aged persons or disabled adults; lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled adult.
Murder/Manslaughter: killing of an unborn child by injury to the mother; vehicular homicide; aggravated manslaughter of an elderly person or disabled adult; aggravated manslaughter of a child.

Felonies: theft, robbery, burglary and related crimes; fraudulent sale of controlled substances; drug abuse; exploitation of an elderly person or disabled adult.

Kidnapping or false imprisonment.

Firearms or Weapons: Exhibiting firearms or weapons within 1,000 feet of a school; possessing an electric weapon or device, destructive device, or other weapon on school property.

Other: resisting arrest with violence; depriving a law enforcement correctional or correctional probation officer means of protection or communication; aiding in an escape; aiding in the escape of juvenile inmates in correctional institutions; encouraging or recruiting another to join in a criminal gang; inflicting cruel or inhuman treatment on an inmate resulting in great bodily harm; harboring, concealing, or aiding an escaped prisoner; introduction of contraband into a correctional facility.

The University retains the right to disqualify individuals from employment for other non-listed offenses when, in the discretion of the University, the criminal history report indicates unsuitability for the particular job duties.

Appellate Process
Individuals convicted of any of the above crimes will retain the right to an appellate process when there are mitigating factors involved. Mitigating factors may include: dated convictions, evidence of rehabilitation, etc.

A final determination regarding the person’s employment will be made in conjunction between the COPCVA and St. Thomas University.

Conflict of Interest/Conflict of Commitment
Conflicting Employment or Contractual Relationship
Amended Conflict of Interest Policy Approved: by Board of Trustees – August 29, 2007

WHEREAS, St. Thomas University (“University”), a not-for-profit corporation, is committed to teach and prepare its students in a setting where directors, officers, faculty, administrators and students can work under Roman Catholic auspices with competence, objectivity and respect for academic freedom; and

WHEREAS, there exists between the trustees, officers, faculty and administration of the University, a fiduciary relationship which carries with it a strict duty of loyalty and fidelity; and

WHEREAS, it is the responsibility of the trustees, officers, faculty and administration of the University to make full disclosure of any interest on their part which might conflict with that of the University; and
WHEREAS, it is deemed to be timely and appropriate to adopt a conflict of interest policy for the guidance of trustees, officers, faculty and administration.

NOW, THEREFORE, BE IT RESOLVED THAT: Trustees, officers, faculty and administration should exercise the utmost good faith in all activities touching upon the University and its property. They shall not use their positions or knowledge, directly or indirectly, so that a conflict might arise between the University’s interest and the individual’s personal interest. They shall not accept gifts or gratuities, excessive or unusual, directly or indirectly, which might tend to influence judgment or actions concerning the activities of the University.

All acts of trustees, officers, faculty and administration shall be for the benefit of the University.

Any contract and/or transaction between the University and one or more of its trustees, officers, faculty and administration or between the University and a corporation, firm, association, or other entity in which one or more of the University’s trustees, officers, faculty and administration (herein after “interested person”) are directors, officers, partners or employees, or have a substantial financial interest, shall be void or voidable, unless each of the following conditions are met:

1. The material facts as to such interested person’s interest are fully known to the Finance Committee of the Board of Trustees; and
2. The Administration has exercised due diligence by exploring the availability of goods or services comparable to the goods or services the interested person seeks to provide; including, but not limited to, obtaining competitive bids, when available; and
3. The Finance Committee has reviewed and approved the interested relationship and the due diligence findings made by the Administration and has made a recommendation to the Board of Trustees to that effect if required under the Board’s general policy as to contract approval; and
4. If required under its general policy as to contract approval, the Board of Trustees, upon recommendation of the Finance Committee, has authorized the contract or transaction by a vote of a majority of a quorum of the Board of Trustees.

Interested persons may be counted in determining the presence of a quorum at a meeting of the Board of Trustees or of a Committee, which authorizes the contract or transaction by a vote, but may not vote.

Each trustee, officer, faculty or administrator shall be required to annually file with the Board of Trustees a statement of conflict of interest disclosing any interest, which would fall within the scope of the above policy, which shall thereafter be maintained in the minutes of the Board of Trustee’s meetings.

A new trustee, officer, faculty or administrator shall file such statement upon assumption of his or her responsibilities.

For the purpose of this policy, members of the interested person’s family include a spouse, parent, sibling, child, cousin, aunt, uncle and any other relative, including in-laws.
The failure of St. Thomas University faculty members or administrative staff members to accurately and fully complete the Conflict of Interest Policy Statement shall result in termination of employment. Prior to any such termination, St. Thomas university faculty members and administrative staff shall be provided with advance written notice of non-compliance and a reasonable opportunity to accurately and fully comply with the Conflict of Interest Policy.

The following Conflict of Interest Statement must be signed by Saint Thomas University’s Trustee, Officer, Faculty, and Administrator, and returned to the Office of Human Resources.
ST. THOMAS UNIVERSITY'S
CONFLICT OF INTEREST POLICY STATEMENT

I have read and am familiar with the Corporate Resolution of the Board of Trustees of St. Thomas University, Inc. relating to Conflict of Interest.

☐ I have not undertaken an interest, involvement or activity which would contravene such Resolution.

☐ I have engaged in activities that could be classified as a Conflict of Interest. A detailed explanation is attached.

_____________________________    _____________________
Signature                          Date
ST. THOMAS UNIVERSITY

_____________________________
Name Typed or Printed

☐ Trustee
☐ Officer
☐ Faculty
☐ Administrator

Return Conflict of Interest Form to the Office of Human Resources.
**Misuse of Position**
Employees and officers of St. Thomas University shall not use or attempt to use their official position or any property or resource within their trust to secure a special privilege, benefit or exemption for themselves.

**Doing Business with One’s Own Company**
Employees and officers of St. Thomas University shall not either directly or indirectly purchase, rent, or lease any realty, goods or services for St. Thomas University from any business entity of which the employee, officer, or their spouse or child is an officer, partner, director or proprietor or in which any of the above has a material interest.

**Criminal Background Screening Policy**

**Purpose**
To ensure the safety and well-being of students, faculty, staff, youth, the elderly, the aged and the disabled in conjunction with the policy of the Archdiocese of Miami.

**General**
All St. Thomas University employees including administration, staff, full-time faculty, part-time faculty and employees of on-site contractors will be screened. Background screenings will include, but shall not be limited to, fingerprint screening through local (FDLE) and/or national (FBI/VECHS) law enforcement.

**Notification to Prospective Employees**
During the application and/or interview process, prospective employees will be verbally advised by the hiring manager or HR representative of the University’s criminal background screening policy. The policy will be reiterated during any formal offer of employment conversation and a statement will be included in an offer confirmation letter issued by the Office of Human Resources which will include information on how/where fingerprints can be provided and a Disclosure/Authorization Form in compliance with the Fair Credit Reporting Act (FCRA). Employment can be subject to an acceptable screening.

**Procedure**
Once an offer of employment has been made and accepted, individuals will be required to provide fingerprints prior to the start of employment at one of several locations available. Information will be provided by the Office of Human Resources.

**Results of Background Screenings**
If a background check shows evidence of a conviction or other negative information, the Archdiocese of Miami’s Office for the Protection of Children & Vulnerable Adults (COPCVA) will make a determination as to whether the person is eligible for employment at St. Thomas University. The COPCVA will notify the Vice President for Administration/Chief financial Officer who will review the information with the Office of Human Resources. A final determination regarding the person’s employment will be made in conjunction between the COPCVA and St. Thomas University.
If the conviction or other negative information is deemed egregious to the extent hiring of the person must be denied or employment termination must occur, said employee shall be told by the Director of Administration or the Associate Director of Human Resources. The COPCYA will provide said employee a letter stating the reasons for the rejection or restriction, along with the FCRA Notice to Employee, a Summary of Rights Under the Fair Credit Reporting Act, and a copy of the report. A sexual offense may be grounds for denial of employment or immediate dismissal with no recourse.

If COPCVA may also request additional information or paperwork from the potential employee in order to make a decision regarding eligibility for employment.

If the background check indicates negative information which may have occurred more than five (5) years prior, the COPCVA in consultation with the Director of Administration or the Associate Director of Human Resources and the Vice President for Administration/Chief Financial Officer will determine whether the employee can continue employment with the University or be terminated.

**Reconsideration of employment termination:**
If the individual feels there is any error, or that he or she is being unfairly treated, he or she will be required to provide written documentation within ten (10) days to the Office of Human Resources for the decision to be reconsidered.

**Non-compliance to this policy:**
The failure of prospective ST. THOMAS UNIVERSITY employees to submit to background screening as required by this policy shall result in denial of employment.

For persons hired prior to the inception of this policy, failure to submit to background screening shall result in termination of employment. Prior to any such termination, St. Thomas University employees shall be provided with advance written notice of non-compliance and a reasonable opportunity to comply with this policy.

**Student Travel Requirements (Field Trips)**
Please be advised, Risk Management, Environmental Compliance and Emergency Management (ECRM), within the Office of Physical Plant, must be notified of all St. Thomas University sponsored trips involving students. This is to ensure that all the travel documents are completed appropriately.

With respect to any student field trips involving an overnight stay (in or outside the United States) or student participation in special activities, other than the normal day-to-day activities, must complete and submit a Faculty/Staff Travel Request Form, located at www.stu.edu/bobcattravel, which will send your request to ECRM. All students traveling must complete the online Student Activity Participation Form, located at www.stu.edu/bobcattravel no later than ten (10) business days before the scheduled trip. If you have any questions and/or concerns, please do not hesitate to contact Monique N. Brijbasi at 305.628.6648 or email her at mbrijbasi@stu.edu.
Once the aforementioned information is obtained, ECRM will provide the trip organizer with the proper paperwork to be completed and returned, otherwise the trip and/or attendee(s) may not be approved to participate.

If you have any questions and/or concerns, please do not hesitate to contact Monique N. Brijbasi at (305) 628-6648 or mbrijbasi@stu.edu. You can also visit the web to download all the necessary forms at ECRM’s Risk Management webpage.

**Children and Minors on Campus Policy**

Please refer to the Current St. Thomas University Employee Handbook.

**Purchasing Card Policy**

**Purpose**
Use of the University Purchasing card (P-card) is intended to facilitate the purchase of goods and services directly from suppliers without issuance of a Purchase Requisition or Purchase Order. It eliminates the costly process for making payments by removing the paper trail associated with receiving, processing, and paying invoices. The card also enables employees to purchase items or pay for services without having to utilize personal funds and request reimbursement.

Transactions made with the P-card interface directly into the University’s general ledger system. It should be understood, however, that the P-card is a payment method, and not a procurement process. Procurement policies and controls (outlined below) must be adhered to for the process to work.

**General Policy**

All charge receipts must be included with expense reports. If unable to locate a receipt, it is the employee’s responsibility to contact either the vendor directly, or SunTrust Bank, to obtain a duplicate.

For all P-Card charges over $250, an explanation must be included, either on the expense report envelope or in a separate spreadsheet enclosed in the envelope. The explanation should include the business purpose of the item or service.

No personal expenses will be allowed on the University credit card for later reimbursement. Expense reports are to be approved and signed off the by the person’s immediate supervisor. The Budget Officer is responsible for assuring that adequate dollars exist in the proper account.

Liquor at functions on campus must receive prior approval of the President and must be served by STU foodservice Metz Culinary.
TRAVEL/REIMBURSEMENT POLICY - FY 2015/2016

TRAVEL / REIMBURSEMENT POLICIES

Use of Personal Funds for Travel on University Business

OPTIONS

Each division has access to a University Visa card: this department card can be used to cover registration fees, airline tickets, and room charges. If for any reason the department P Card is unavailable, a check can be printed to cover room and registration expenses, as long as the properly completed forms and backup are received in AP 14 business days before the check will be needed. Should you find it necessary to purchase airline tickets on your own for University related travel, or pay a registration fee out of pocket, please be aware that you will be reimbursed for these charges after the trip has taken place. We advise against use of personal funds whenever possible.

✓ Travel Policy: Business Purpose- Travel receipts must include the business purpose of the trip. If attending a conference, a brochure or agenda summary illustrating the trip’s purpose should accompany the request.

✓ Personal Expenses are not reimbursable or allowable on the P Card. This includes grooming purchases such as shampoo, toothpaste, etc. even if incurred while traveling on University business.

✓ Meals – Expenditures for meals while traveling should be reasonable. A notation is required on the receipt stating the business purpose of the meal and the persons in attendance, along with their STU affiliation.

✓ Meals where only employees of the University are present, (e.g. lunches to discuss departmental business) are not allowable on the P Card and are not a reimbursable expense. Food items for the office are also prohibited unless they are related to recruitment, student activities, or some other business purpose.

✓ Overnight Stay – is required for meal reimbursement in keeping with IRS regulations.

✓ Gratuities - All meal gratuities will be reimbursed at the standard 15%-20%.

✓ Itemized meal receipts are required for reimbursement. The amount to be reimbursed will be limited to the maximum allowed by the IRS for the particular geographical location. For per diem rate go to http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC
TRAVEL / REIMBURSEMENT POLICIES

- **Liquor** – Expenses appearing on receipts related to travel must be reasonable in relationship to the meal amount. *No liquor may be purchased with Federal Grant Funds!!!!!!*

  - **Hotel** - University policy dictates that employees keep lodging expense reasonable and customary based on the geographical destination of the business trip.
    - The following charges are prohibited:
      - Movies in hotel rooms
      - International long distance (unless for a business purpose)
      - Laundry, unless the trip exceeds a period of 7 days

  - **The University may prepay hotel expenses should you not have access to the University’s P-Card. However, you must provide printed confirmation of your hotel stay showing the rate and the total amount due for your room. Registration fees with appropriate backup will also be prepaid by the University**

- The check will be made out directly to the hotel or conference

- Movies, health clubs etc. are personal expenses and will not be reimbursed.

- **Dry cleaning will not be reimbursed unless the trip exceeds one week.**

- Any meals appearing on the hotel bill as charged to the room should be shown on the expense report as are other meals, and are subject to the University’s Policy. Itemized receipts must be included for room service meals.

- Communication expenses, (telephone, fax, postage) should be reasonable.

- **Receipts** - For reimbursement itemized hotel and meal receipts must be included: the credit card receipt alone is not sufficient.

- **Air fare** -
  - Employees booking airfare are encouraged to seek the best possible coach fare from all possible sources.
  - Whenever possible, non-refundable tickets are to be purchased well in advance of the trip.

TRAVEL / REIMBURSEMENT POLICIES

- Under no circumstances will the University pay for First/Business class.
- No personal side trips may be taken that increase the cost of the airline ticket.
- The University will not reimburse an employee for utilizing frequent flyer miles.
✓ Employee reimbursements are issued weekly and sent via Interoffice Mail or by direct deposit if the employee’s paycheck is sent electronically.

✓ All required paperwork must be received in Accounts Payable at least five business days prior to the expected pay date to be included.

✓ No employee can approve his/her own reimbursement requests. All requests for reimbursement must have the approval of the employee’s immediate supervisor and the original receipts attached to be processed.

✓ Remember to complete the form for Actual Travel Expenses for all travel-related reimbursements with the appropriate approvals and budget number to be charged.

✓ Taxi or limousine fares over $15 require original receipts.

✓ Ferry fares, bridge, road and tunnel tolls over $5 require original receipts.

✓ Storage and parking fees over $5 require original receipts.

TRAVEL / REIMBURSEMENT POLICIES

✓ The University will pay for or reimburse an employee for the most economical means of travel.

✓ Mileage is reimbursed at the IRS prescribed rate per mile whenever an employee’s car is used for University business. For FY 2015 the rate is .575 cents per mile when using a personal vehicle. The University address is considered to be the origination/end point for all mileage calculations when travel occurs on business days. On weekends/holidays the employee’s home address should be used.

  • We do not reimburse for both mileage and gas
  • Gas may be purchased with the P Card only if there is a rental car or a University vehicle involved; such as the University van used to transport students or athletic teams.

✓ If a traveler chooses to drive to an out of state destination in lieu of flying, reimbursement will be paid up to the cost of an average round trip coach airfare booked at least seven (7) days in advance of departure date. A full itinerary listing the flight date, destination and amount of the ticket(s) must be attached to the reimbursement request.

✓ If a rental car / University owned vehicle is used, gas receipts shall be submitted for reimbursement in place of mileage.

✓ Traffic violations are not considered reimbursable costs. All violations, including parking tickets and speeding tickets, will be the responsibility of the driver, not the University.
✓ Out of pocket expenses over $5 per day require original receipts. If it is impossible to obtain a receipt, for such services as housekeeping, bellman, parking meter, etc., an itemized account will suffice.

✓ Only expenses for the traveler will be paid by University funds. Payment arrangements for family members should be made separately and are not reimbursable.

*Should you find it necessary to purchase airline tickets on your own for University related travel, or pay a registration fee out of pocket, please be aware that you will be reimbursed for these charges after the trip has taken place.*

Each division has access to a University Visa card: this department card can be used to cover registration fees, airline tickets, and room charges. *We advise against use of personal funds whenever possible.* Reimbursement requests must be received by AP within 30 days of the expense date.

**TRAVEL/REIMBURSEMENT POLICIES**

✓ If an expense is paid by check either a copy of the cancelled check, a statement showing the check was paid by the issuing bank, or a screen print from the bank showing the check has cleared must accompany the reimbursement.

✓ If the expense is paid by personal credit/debit card, either a copy of the statement showing the completed charge or a screen print from the card company showing the paid transaction must accompany the reimbursement.

Reimbursements $25 or less can be presented to the Business Office cashier. The original receipts and an approved check disbursement form with the budget number and appropriate signatures are required. For Law School petty cash reimbursement please see the Director of Budget and Operations.

**CAR RENTAL FOR BUSINESS TRAVEL ONLY**

STU corporate accounts for vehicle rental are:

<table>
<thead>
<tr>
<th>Rental Company</th>
<th>Corporate Account</th>
<th>Website</th>
<th>Reservation Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>T417846 (BCD)</td>
<td><a href="http://www.budget.com">www.budget.com</a></td>
<td>800-526-6408</td>
</tr>
<tr>
<td>Thrifty</td>
<td>0044006695</td>
<td><a href="http://www.thrifty.com">www.thrifty.com</a></td>
<td>800-847-4389</td>
</tr>
<tr>
<td>Avis</td>
<td>A056017 (AWD/Rate Code)</td>
<td><a href="http://www.avis.com">www.avis.com</a></td>
<td>800-230-4898</td>
</tr>
</tbody>
</table>

**Rental Car Insurance While Traveling on University Business** - Policy is on page 101 of the Employee Handbook.
TRAVEL / REIMBURSEMENT POLICIES

In the event of an accident, employees are to contact the Associate HR Director at (305) 628-6514 and/or Manager of Environmental Compliance and Risk Management at (305) 628-6648 immediately.

For more information, please visit: www.stu.edu/ecrm

TRAVEL ON AMERICAN AIRLINES

Thanks to our participation in the American Airlines program St. Thomas University has accumulated miles that can be used to purchase plane tickets when traveling on University business. As usual, please secure the lowest possible airfare first, and if that is on American Airlines please use our miles bank to obtain the tickets. Please see below for details.

As a Thank You for supporting American Airlines, St Thomas University now has an American Airlines Advantage number that can be used to accumulate Business ExtrAA Points we can redeem for discounts on airfare while you accumulate your own personal points for both business and personal travel.

Our Business ExtrAA Number is 850155

Again: by inputting both the University’s AA Business Advantage number and your own Individual AAdvantage Mile number you accrue personal points and STU accrues points to help offset travel costs. It is a win-win!

• Expense reimbursement policy excludes meals where only employees of the University are present (e.g. lunches to discuss departmental business).

Gifts and Flowers
• Expense reimbursement policy excludes gifts for birthdays, anniversaries, weddings, baby showers, promotions, secretaries’ day, Christmas parties, etc. These are to be paid for personally—not with University funds.
• Human Resources is responsible for the following:
  o Employment anniversary gifts (5, 10, 15 years, etc.)
  o Retirement gifts
  o Flowers for deaths in immediate family

Purchases of books and movies for the University
• Receipt must include an explanation of where these items will be located, i.e. library, department, etc.
Computer Equipment and Software
Approval must be obtained from the Office of Information Systems before any computer equipment or software is purchased. A budget transfer to OIT for the cost of the equipment is required before the purchase.

Contact the AP Manager at mallen@stu.edu for information regarding the complete manual of St. Thomas University Accounts Payable Policies & Procedures.

Moving Expense Policy
Effective April 1, 2013

It is the policy of St. Thomas University to reimburse new employees*, hired to work on a full time basis, for moving expenses up to $3,000.

* This policy applies to full time faculty and may apply to full time administrative staff.

Requests for reimbursements above the $3,000 limit must be approved in writing by:

- The VP of the employing department and the CFO of the University, or
- The Dean of the Law School and the CFO of the University, or
- The President of the University.

Moving expenses may be paid if:

- The new job location is at least 50 miles farther from your former home than the old job location
- Incurred within one year of the date you first reported to work and after receipt of an offer of employment. Receipts should be presented to the Human Resources Office within 60 days of incurring the expenses.
- Incurred by the employee or a member of the employee’s household (anyone who has both the employee’s former and new home as his/her address).

The following guidelines are applicable for determining what items constitute reimbursable moving expenses for the employee and members of the employee’s household:

- Expenses of moving your household goods and personal effects to your new home: packing (boxes, tape, etc.) and transporting (moving company, rental van, etc.)
- Expenses of traveling to your new home, including your lodging expenses on the way and for the day you arrive.
  - If you use your own vehicle(s), you can figure the expenses by using either:
    - Actual out-of-pocket expenses for gas and oil, or
    - The standard mileage rate for moving expenses (currently 18¢ per mile)
    - Parking fees and tolls can be added to the amounts.
  - Expenses are limited to only one trip to your new home
• Storage costs for household goods and personal effects incurred in relation to the move (incurred within 30 days of the move)
• Costs of shipping your car and household pets to a new home
• Costs of connecting or disconnecting utilities

The following are examples of non-reimbursable expenses:

1. Any of the above-mentioned costs that were incurred before you received the offer of employment.
2. Costs incurred as a result of sightseeing side trips
3. Meals incurred while moving to the new home
4. Pre-move house hunting expenses
5. Temporary living expenses
6. Expenses of buying or selling a home

St. Thomas University reimburses for moving expenses under the rules of an Accountable Plan. (See IRS Publication 521)

The three rules of an Accountable Plan are:

1. Your expenses must have a business connection – that is, you must have paid or incurred deductible expenses while performing services as an employee of your employer. Two examples of this are the reasonable expenses of moving your possessions from your former home to your new home, and traveling from your former home to your new home.
2. You must adequately account to your employer for these expenses within a reasonable period of time.
3. You must return any excess reimbursement or allowance within a reasonable period of time.

Moving expenses for which an employee is reimbursed (following the rules of an Accountable Plan) will be included in Box 12 (Other Compensation) of your IRS form W-2.

Expenses that do not meet the rules of an Accountable Plan may be considered taxable income, and would be included in Box 1 (income) of your IRS form W-2.

Drug Free Workplace Policy

A part of the mission of St. Thomas University is our commitment to competence and objectivity. Through its personalized and caring environment, the University strives to provide a safe learning and working environment and encourages personal health. As such, the abuse of drugs or alcohol within the educational setting is an unsafe and counterproductive practice and is considered to be directly contradictory to our mission.

It is, therefore, the policy of St Thomas University to create a drug-free school and workplace environment in keeping with the spirit and intent of the Drug-Free Workplace Act of 1988 and the Drug Free School & Communities Act Amendments as of 1989. The use of controlled substances is inconsistent with the behavior expected of both students and employees. In this connection, any student or employee found with the presence of alcohol or a controlled substance in his/her system,
in possession of, using, selling, trading, or offering for sale controlled substances or alcohol will be subject to disciplinary action up to and including dismissal.

Substance abuse includes unlawful possession, use, purchase or sale of drugs or alcohol on University premises, including parking lots. It also includes reporting to work under the influence of drugs or alcohol. Controlled substance includes, but is not limited to, marijuana, cocaine, heroin, morphine, as well as other barbiturates and amphetamines. In addition, employees should notify their supervisor if the use of properly prescribed prescription drugs will affect the work performance. Abuse of prescription drugs will not be condoned.

Alcohol purchase and consumption is authorized only in licensed campus facilities, such as the Rathskeller, or at special events/locations which have been authorized by appropriate campus authorities. An employee reporting for work visibly impaired is unable to properly perform required duties and will not be allowed to work and may be sent home or to a medical facility by taxi or other safe transportation alternative, depending on the determination of the observed impairment, accompanied by the supervisor or another employee, if necessary. An impaired employee will not be allowed to drive. Employees convicted of controlled substance-related violations in the workplace (including pleas of nolo contendere, i.e., no contest) must inform the University's Office of Human Resources within five calendar days of such conviction or plea.

The University has designed its medical plans and additional resources to help employees combat substance addiction. Those in need of assistance are strongly encouraged to review their medical plan booklet to determine the level of coverage available and/or contact the Office of Human Resources to identify other available resources. Employees may not be terminated simply because they have enrolled in a substance abuse program; however, employees who are found to have violated this policy during work hours will face disciplinary action, up to and including termination.

Alcohol Served at University Events
Alcoholic beverages served at University events may only be served by members of Metz Culinary.

Smoking Policy
St. Thomas University is committed to providing a healthy working and learning environment for the entire campus community. Smoking is not permitted in any campus buildings or offices. To that end, smoking areas have been designated throughout the campus. The policy will reduce harm from secondhand smoke, provide an environment that encourages persons to become tobacco free, reduce health insurance and health care costs, and promote a campus culture of wellness.

This policy applies to all faculty, staff, students, contractors, vendors, and visitors. The use of tobacco and all smoking products is only allowed within the designated smoking areas. Anyone smoking outside of these areas is in violation of this policy.

Emergencies
Injuries Occurring During Work Schedule:
All injuries occurring while working, including student employment work, must be immediately reported to the Department of Public Safety (extension 6500), who will complete an incident report,
and notify the Office of Human Resources and the appropriate Department Chairperson, Director or Dean. Human Resources will implement the appropriate Workers' compensation procedures.

This ensures that St. Thomas University can assist employees in obtaining appropriate medical treatment through our Workers' compensation insurance program. Failure to follow this procedure may result in the appropriate workers' compensation report not being filed in accordance with the law, which may consequently jeopardize the employee’s right to benefits in connection with the injury or illness.

**Other Personal Injuries:**
Without exception, all other personal injury cases occurring on campus must be reported directly to the Department of Public Safety. The Public Safety Department will turn all reports over to the Office of the Vice President of Administrative Affairs, Chief Financial Officer and Treasurer for immediate review.

**Medical Emergencies**
If an individual becomes seriously ill, or is seriously injured, immediately notify the Public Safety Office stationed at the gatehouse at extension 6500. Emergency telephones are located throughout the campus for this purpose as well. Always be sure to provide the Public Safety Officer stationed at the gatehouse with as much information as possible while on the telephone. Give your exact location, list specific injuries, advise whether or not Fire Rescue response will be needed, and give your name whenever possible. Public Safety Personnel will be dispatched to the scene of the incident so as to provide immediate assistance. Public Safety Personnel will notify corresponding emergency services as required. The university nurse may be called upon for assistance during normal operating hours (Monday thru Friday from 8:00 A.M. to 5:00 P.M.) at extension 6695. Upon their arrival, emergency personnel will be escorted to the scene of the incident by Public Safety Personnel without delay. Do not, for any reason, attempt to provide medical assistance to the injured party unless you are certified to do so. You may cause further injury and pain.

**Non-Medical Emergencies**
If an emergency situation should arise, immediately notify the Public Safety Officer stationed at the gatehouse at extension 6500. Emergency telephones are located throughout the campus for this purpose as well. Always be sure to provide the Public Safety Officer stationed at the gatehouse with as much information as possible while on the telephone. Give your exact location, provided details of the incident, and advise if emergency personnel will be required to respond. Also, be sure to give your name whenever possible. Public Safety personnel will be dispatched to the scene so as to provide immediate assistance. Upon their arrival, emergency personnel will be escorted to the scene of the incident without delay. Remain calm. Do not take any action until emergency personnel have arrived on the scene.

**In Case of a Fire**
Please refer to the current Safety and Emergency Handbook, which can be obtained from the Office of Human Resources, Kennedy Hall, Room 104.
In Case of Bomb Threats
Please refer to the current Safety and Emergency Handbook, which can be obtained from the Office of Human Resources, Kennedy Hall, Room 104.

Safety and Security
It is the responsibility of all faculty and staff members to report all criminal activity and safety concerns to the Department of Public Safety at extension 6500. This phone number is available for use 24 hours a day, 7 days a week. Emergency telephones have been provided throughout the campus for this purpose as well.

Crime prevention is not the sole responsibility of the Public Safety Department. The campus community must do their part in preventing possible crimes and safety hazards. It is recommended that offices, desks and filing cabinets be locked when unattended. Report hazardous or unsanitary conditions to the department of Physical Plant. Report loiterers, trespassers, unusual activities, and strange odors, such as gas or smoke to the Department of Public Safety at extension 6500. Below are some tips from the Department of Public Safety:

1. Never walk alone on campus during evening hours. For your personal safety, in leaving an office or classroom late in the evening, try to walk to your car with a group of people, or call the Department of Public Safety for an escort to your vehicle.
2. Do not carry cash in your wallet or purse. A front pocket or uncommonly used place is much more adequate.
3. Never take risks. Property can be replaced, but your life cannot.
4. Always be sure to properly secure your valuables, and never leave them unattended for any period of time.
5. Lock your vehicle. Secure valuables out of sight. The trunk of your car is perhaps the most secure area.
6. Report any and all suspicious activity as it occurs. Observe and report. Do not attempt to intervene or confront any incident as it is happening. Get a good description and secure yourself in a safe location out of sight.

Hurricane Policy Procedure
Please refer to the current Campus Comprehensive Emergency Management Plan, which can be obtained from the Office of Physical Plant – Risk Management, Environmental Compliance, and Emergency Management, Lewis Hall/Physical Plant or go to http://www.stu.edu/emergency.

Grants Projects
Academic Policy and Procedures Manual June 1, 2012

See Grant Policies and Procedures Handbook in Section 8.4 of the Academic Policy and Procedures Manual, June 1, 2012, which addresses the following topics: St. Thomas University Proposal Concept Approval (Precis) and Final Approval Form; Guidelines for Human Subject Research;
Guidelines for Use of Animal Subjects in Research (Institutional Review Board); and Policy on Research Misconduct.

**Grants from Private Foundations**
Policies concerning salary payments to personnel participating in grants from private foundations may differ from those summarized above for governmental grants. Faculty should refer to guidelines published by the granting foundation when preparing the grant budget to assure compliance with agency requirements.

**General**
If a grant proposal includes the creation and/or piloting of new courses for addition to the curriculum, preliminary approval pending testing and evaluation of the pilot course must be obtained through the usual procedures for approving new courses. The Provost of the University and Chief Academic Officer may choose to abbreviate this preliminary review. Preliminary approval does not guarantee final approval of the revised course for introduction into the curriculum. Final approval must be obtained by a complete review according to University policy and procedure.

The Office of University Advancement must also be notified of intention to seek private funds and will assist in its process.

Faculty must follow guidelines and complete the forms as outlined in the Grant Policies and Procedures Handbook, copies of which may be obtained from the Office of University Advancement or Office of the Provost of the University and Chief Academic Officer.

**Fund Raising**
Any faculty member wishing to solicit gifts from voluntary sources on behalf of the University must first clear and coordinate efforts through the Office of University Advancement. Faculty members receiving a gift from private sources for the University or their program must promptly forward it and all pertinent correspondence to the Office of University Advancement for deposit, accounting and acknowledgment. Policies and procedures on soliciting and accepting gifts are also available. Contact the Office of University Advancement at extension 6660.

**Public and Media Relations**

**News and Information Services**
Please check the Policy and Procedure Manual: Internal and External Communications and Visual Identity, which is produced by the Director of the Office of Marketing and Communications. This office is located on the second floor of the University Library.

Please contact the Director of University Marketing, Ms Burcu Ayrim at BAYRIM@STU.EDU for all branding, design and communications issues.

**Sports Information**
All information, news releases, and other materials concerning the University’s Athletic Program are coordinated by the Director of Athletics.
Anti-Discrimination/Anti-Harassment Policy

Please refer to the Current St. Thomas University Employee Handbook.

EMPLOYEE BENEFITS

A complete listing and description of all employee benefits may be found in the St. Thomas University Employee Handbook distributed by the Office of Human Resources.

Long Term Disability Insurance Plan **

General
The University subsidizes a Long Term Disability (LTD) Insurance Plan for two major reasons: (1) to enable employees to continue to receive a significant portion of their salary if they become unable to perform their job, and (2) to allow the University to free-up a portion of the salary obligation in order to provide funding to replace the duties of the person disabled.

Faculty
Faculty will be encouraged to file for the LTD Insurance Plan as soon as possible after discovering they will not be able to perform their job assignment.

The University will continue to pay 100% of annual contract salary until long-term disability insurance coverage begins. At that time, the University will reduce its percentage of salary paid to the faculty member by the amount paid by the long-term disability insurance company. The University will pay the difference in order that the faculty member receives 100% of his/her salary comprised between the insurance benefit and the reduced payment from the University until the end of the current contract year. (Subsequent year salary will NOT be continued by the University.)

**The Committee on Compensation and Welfare – 11/29/05; President Casale Approved 04/28/06. Announced at Faculty Forum meeting on 04/28/06.

FACULTY COURSE EXCHANGE AGREEMENTS

St. Thomas University Tuition Benefits and Tuition Exchange Programs – Contact the Office of Human Resources.

St. Thomas University & Barry University – Faculty Course Exchange Agreement – Undergraduate Level Courses
Full-time faculty of either of the two institutions are hereby authorized to take undergraduate courses at the other university, subject to the following conditions:
1) The instructor must agree that faculty from the other institution may register for his/her course;
2) The course must not be closed, i.e. there is still room for additional faculty course exchange registrants at the time of registration;
3) No more than ten faculty may take courses at the other institution in any given semester. In case of more than ten applicants, preference should be given to those faculty who have not taken courses as part of this exchange;
4) faculty must register for credit (grade, “Credit/No Credit” or audit);
5) All required applications and credentials will be supplied by the faculty member;  
6) Tuition will be waived by both institutions, but applicable fees will be disbursed by the participating faculty; and  
7) Courses taken by virtue of this faculty course exchange agreement may or may not count towards a degree at the teaching institution, according to that institution’s policy. However, credits may be transferable and acceptable for a degree at another institution.

**St. Thomas University and Barry University – Faculty Course Exchange Agreement – Graduate Level Courses**

Full-time faculty of either of the two universities may take graduate level courses (excluding law and podiatry) at the other without payment of tuition, subject to the following conditions:  
1) All required applications and credentials will be filed by the faculty member taking the course;  
2) the faculty member must register to take the course for credit;  
3) All application fees will be paid by the faculty member;  
4) Any applicable tax obligation will be the responsibility of the faculty member;  
5) A faculty member may take a maximum of six  
6) credits during any semester, and twelve (12) credits total through this agreement; 6) The course must not be closed;  
7) As only five (5) St. Thomas University faculty members may participate in the Barry University/STU course exchange per academic year, those seeking to participate in the program must indicate their interest to the Provost of the University and Chief Academic Officer. Faculty will be eligible to participate in the program on a “first come, first served” basis. Request to participate in the program may be submitted to the Provost of the University and Chief Academic Officer beginning at the conclusion of the spring semester preceding the traditional academic year.  
*This agreement shall be in force beginning in the fall 2001 semester.*  

**Faculty Awards**

The **St. Thomas University Faculty Award for Excellence in Scholarship** was an endowment gift of $5000 from the Interim Vice President of Academic Affairs (2001) to provide an award each year to a full-time faculty member of the undergraduate or graduate faculty. The University Controller informed the Provost of the University that this endowment no longer exists, and has been removed from the faculty handbook.  

**University By-Laws**

Copies of the University By-laws may be obtained from either the Office of the President or the Office of the Provost of the University and Chief Academic Officer.
FACULTY FORUM

The full time faculty teaching in graduate and undergraduate programs and professional librarians of St. Thomas University are organized into an academic forum which is dedicated to the promotion of the goals and ideals of the University. This Faculty Forum, as a representative body and principal organ of corporate faculty participation, advises on matters of academic policies and procedures and offers faculty recommendations and suggestions to the President and the Provost of the University and Chief Academic Officer. The Faculty Forum considers policies affecting academic standards of the University, the University curriculum, faculty welfare, faculty preparation and teaching effectiveness, and such other matters as may promote and maintain the best interests of the University. In recognition of the integral role of the faculty, all faculty members are encouraged to participate actively in the Faculty Forum.

CONSTITUTION

ST. THOMAS UNIVERSITY FACULTY FORUM

PREAMBLE

Whereas, the University depends for its success upon the competence and integrity of its faculty, and upon the devotion of the faculty, and

Whereas, the University is served more fully and effectively by the active participation of the faculty in the determination of academic policies and procedures, and

Whereas, the University wishes to maintain high faculty morale by a close cooperation between faculty and administration,

Be it resolved that the full time graduate and undergraduate teaching faculty of St. Thomas University be organized into an academic forum dedicated to promotion of the goals and ideals of St. Thomas University in accordance with the following:

ARTICLE I

MEMBERSHIP

The Faculty Forum of St. Thomas University shall consist of all full-time faculty teaching in graduate and undergraduate programs, full-time teaching faculty on administrative leave, and full-time professional librarians with full-time faculty status. Administrators with faculty rank, adjunct faculty, Law school faculty and full-time professional librarians of the Law School are welcome to attend Faculty Forum meetings but do not have voting privileges.

ARTICLE II

The Faculty Forum, as a representative body and principal organ of corporate faculty participation shall advise on matters of academic policies and procedures, and provide faculty recommendations
and suggestions to the President of the University and the Provost of the University/Chief Academic Officer in matters pertaining to the educational interests of the University.

The functions of the Faculty Forum shall be to consider policies affecting the academic standards of the University, the teaching curricula, faculty welfare, faculty preparation and teaching efficiency and such other matters as may promote and maintain the best interests of the University.

In addition, the Faculty Forum officers shall represent the faculty with full voting authority on the President’s Cabinet, which is responsible for university budgeting and multi-year institutional planning. The President’s Cabinet consists of the university’s senior administrative staff and the elected officers of the Faculty Forum. (Faculty Forum 03.18.05)

ARTICLE III

OFFICERS
The officers of the Faculty Forum shall consist of a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer. Officers shall be elected in accordance with the provision of the by-laws. No officer may serve more than two successive terms in the same office.

ARTICLE IV

MEETINGS
The Faculty Forum shall hold at least one regular meeting at the beginning and at the end of each semester or as frequently as determined by the forum Chairperson. Special meetings shall be called at the request in writing of at least one-fifth of the members of the Faculty Forum.

ARTICLE V

COMMITTEES
There will be an executive committee which will consist of the officers mentioned in Article III. Additionally, the Faculty Forum may elect from among its members such other committees as may be required for the purpose of investigating and reporting on problems that may be assigned to them.

ARTICLE VI

AMENDMENTS
This constitution may be amended in the following manner:

A). The proposed amendment must be approved at two successive meetings. A simple majority of those present and voting will be required at the first meeting.

B). A written notice of the proposed amendment and the time and place of final vote must be sent to all members at least one week in advance of the final vote.
C). For approval, the final vote on the proposed amendment must be accepted by a 2/3 vote of those present and voting and shall become effective when approved by the proper University authorities.

BY- LAWS
ST. THOMAS UNIVERSITY FACULTY FORUM

ARTICLE I

SCOPE, RESPONSIBILITY, AND GOALS OF THE FACULTY FORUM

Section 1. The purpose, functions, responsibility, and authority of the Faculty Forum shall be delineated in its constitution.

ARTICLE II

OFFICERS

SECTION 1. TITLES: The officers of this body shall be a Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. They shall execute the administrative functions of the Forum.

SECTION 2. ELECTION AND TENURE:
1. Nomination for officers may be made by voice within the next-to-the last meeting of the academic year, or outside of any meeting by submitting to the Chairperson written nominations communicated by paper or electronically, and in every case the Chairperson will promptly determine whether the nominated individual wishes to accept the nomination.

2. The period for nominations will close at midnight of the first day of the third week prior to the last meeting of the academic year, and by the end of that third week the Chairperson will communicate to the faculty by paper or electronically the names of all such nominations and the offices to which they have been nominated.

3. All faculty members eligible to vote will be able to cast secret written ballots during a period beginning on the first working day of the second week before the last meeting, and ending with the formal closing of elections during that same last meeting. Allow for valid voting by email for faculty forum elections when the faculty forum member is on university authorized leave, e.g. sabbatical, Fulbright, University business or medical leave. (Passed 01/27/09 by Faculty Forum.)

4. A secure and fair balloting process will be designed and managed by an Ad-hoc Elections Committee appointed by the Chairperson of Forum in advance of the voting period.

5. The counting of votes for the election of officers shall be held at the final meeting of the academic year.

6. The new officers shall take office on June 1.
7. No officer may serve more than two successive terms in the same office. (Faculty Forum 03.18.05)

SECTION 3. ELIGIBILITY: Any member of the Faculty Forum, except full time faculty on administrative leave, shall be eligible for election to any office.

SECTION 4. VACANCIES IN OFFICE: In the event of the death or resignation of the Chairperson, the Vice-Chairperson shall accede to the office for the balance of the elected term. A vacancy in the office of Vice-Chairperson, Secretary, or Treasurer shall be filled by election at the next meeting of the Forum.

SECTION 5. DUTIES: The duties and responsibilities of the officers shall include, but may not necessarily be limited to, the following:

CHAIRPERSON: Preside over all meetings of the Faculty Forum; authenticate, when necessary, all acts, orders, and proceedings of the Forum, and in general represent and stand for the Forum. He/she shall be granted a one-course release each semester.

VICE-CHAIRPERSON: Assist the Chairperson in carrying out his/her duties and responsibilities.

SECRETARY: Keep a record of the proceedings of each Faculty Forum meeting; act as custodian of all papers belonging to the Forum; and maintain a roster of Faculty Forum meetings.

TREASURER: Act as custodian of the funds of the Faculty Forum; make payments as ordered by the Forum; and prepare an annual report of the financial status of the Forum.

SECTION 6. PRESIDENT’S CABINET: As provided in Articles II and V of the Faculty Forum constitution, the officers of the Faculty Forum are its Executive Committee and they are voting members of the President’s Cabinet. In addition, the Executive Committee shall communicate in a timely manner with the Faculty Forum as to the agenda and decisions of President’s Cabinet. Finally, the Executive Committee’s participation on the President’s Cabinet in respect to budgeting and planning does not constitute faculty participation in University management. (Faculty Forum 03.18.05.)

ARTICLE III

MEETINGS

SECTION 1. CONVOCATION: The Faculty Forum shall hold its regular meetings at the beginning and at the end of each semester. Meetings shall normally be called by the Chairperson. Meetings may also be called at the request in writing of at least one-fifth of the members of the Faculty Forum.

SECTION 2. QUORUM: A quorum for any call of the Faculty Forum shall consist of forty percent of the membership of the Forum as determined by the official membership roster kept by
the secretary. Resolutions shall be adopted by a simple majority vote of the members present. If a quorum is lacking, after a waiting period of fifteen minutes, the quorum requirement will be reduced to thirty percent. If thirty percent of the membership is not present after the fifteen-minute waiting period, the meeting will be changed to a new date and time by the Chairperson.

SECTION 3. PARLIAMENTARY PROCEDURE: The Faculty Forum shall conduct all parliamentary procedure in accordance with Robert's Rules of Order.

SECTION 4. AGENDA: An agenda shall be prepared by the Chairperson and copies distributed by the Secretary to all members at least five class days before the date set for each meeting. Any member of the Faculty Forum may present any problem or suggestion to the Faculty Forum for its consideration, provided the member notifies the Chairperson in writing prior to the announcement of the scheduled meeting. In special cases, the prior five-day notification requirement may be waived by the Chairperson if a majority of the attending members agree.

SECTION 5. ORDER OF BUSINESS: The order of business at all meetings shall be:

* Invocation
* Call to order, verification of quorum, reading and approval of minutes of previous meeting
* Unfinished business
* Committee Reports
* New Business in the order in which matters have been submitted, unless in the judgment of the Chair emergency matters are to be considered
* Announcements
* Adjournment

SECTION 6. DISTRIBUTION OF MINUTES: Within ten days prior to the subsequent meeting, a copy of the minutes will be sent to the President of the University, the Provost of the University/Chief Academic Officer, the officer who keeps the University's central file on committees, and to each member of the Forum.

ARTICLE IV

COMMITTEES

SECTION 1. RESPONSIBILITY AND AUTHORITY: The Faculty Forum shall have the power to constitute committees, both standing and ad-hoc. The standing committees shall be as delineated in Section 2 below. Standing committees shall have the authority to act in the name of the Faculty Forum in matters involving petitions and appeals concerning an individual's own interest in the following areas: advancement in rank, tenure, salary increments, and academic freedom. In exceptional cases, the Forum may empower committees to act in its name in other areas to be delineated by the Forum. Nothing in the foregoing, however, shall relieve any committee of its delegation to inform the forum of actions taken under the above granted powers. For the purpose of determining membership on the standing committees, the term academic unit will be used. Academic unit includes colleges, schools (excluding the School of Law), the Library, and/or academic divisions (04.20.07 Faculty Forum).
SECTION 2. STANDING COMMITTEES: The following standing committees shall be chosen during the first meeting of the Fall Semester:

COMMITTEE ON ACADEMIC FREEDOM, CONTRACTS, RANK AND TENURE (Faculty Forum 04.20.07): Consisting of all faculty members who have tenure, one member with a three-year rolling contract elected from each academic unit with ten or fewer faculty, and two members with a three-year rolling contract elected from each academic unit with more than ten faculty. One-half of the elected members are elected each year for two years.

COMMITTEE ON EDUCATIONAL POLICY: Consisting of one member elected from each academic unit with ten or fewer faculty, two members elected from each academic unit with more than ten faculty, and if the Faculty Forum desires, one member elected at large. One-half of the elected members are elected each year to serve for two years (Faculty Forum 04/20/07).

COMMITTEE ON FACULTY FORUM/LAW SCHOOL LIAISON: Consisting of four members of Law School Faculty including Law School Library representation, one Faculty Forum member from the faculty assigned to the Library, and three Faculty Forum members elected at large. The librarian and three faculty members are elected annually for two-year terms, i.e., one-half are elected each year (Faculty Forum 05/22/03).

COMMITTEE ON PROFESSIONAL DEVELOPMENT: Consisting of one member elected from each academic unit with ten or fewer faculty, two members elected from each academic unit with more than ten faculty, and one member elected at large. One-half of the members are elected annually for two-year terms (Faculty Forum 04/20/07).

AD HOC AWARDS COMMITTEE: An Ad Hoc Awards Committee shall be created in the spring to judge the Professional Development Award proposals. The Ad Hoc committee shall be comprised of three members of the Faculty Forum and shall include a chairperson. The Ad Hoc Committee shall inform the Professional Development Committee of their award decisions. The Professional Development Committee shall complete all necessary procedures for award recognition and disbursement (Passed Faculty Forum 4/26/01).

COMMITTEE ON COMPENSATION AND WELFARE (Faculty Forum 04.20.07): Consisting of one member elected from each academic unit with ten or fewer faculty, two members elected from each academic unit with more than ten faculty, and if the Faculty Forum desires, one member elected at large. One-half of the members are elected annually for two-year terms.

COMMITTEE ON SOCIAL ACTIVITIES: Consisting of three members of the Forum elected at large. The members are elected for two-year terms – one elected in one year and two elected in the next year (Faculty Forum 05/22/03).

STUDENT RELATIONS COMMITTEE: Consisting of one Faculty Forum member from the faculty assigned to the Library and three Faculty Forum members elected at large. The librarian and three faculty are elected annually every other year for two-year terms, i.e., one-half of the members are elected each year.
SECTION 3. SCOPE: The Faculty Forum or its officers may assign to any standing or ad-hoc committee a particular matter for consideration or action. The jurisdiction of the standing committees shall include, but not be limited to, the following matters:

THE COMMITTEE ON ACADEMIC FREEDOM, CONTRACTS, RANK AND TENURE shall act on matters directly or indirectly pertaining to academic freedom, contracts, rank and tenure; it shall act as a Grievance Committee on matters directly related to academic freedom, granting tenure, non-renewal of rolling contracts, termination of contract and advancement in rank; and it shall review all proposed changes to Faculty Handbook and Employee Handbook, and to the standard faculty contract. (Faculty Forum 03.18.05)

THE COMMITTEE ON EDUCATIONAL POLICY shall consider and make recommendations concerning all aspects of academic and educational life of the University, including standards, goals, instructional practices, educational requirements, and like matters. Even though other University Committees are charged to do similar tasks, this committee exists for the consideration of faculty concerns related to educational policy that do not fit into the purview of other committees or that need consideration of the faculty as whole rather than in separate academic units. In addition, the committee shall act as the Academic Policy Committee/Council in the division of Chief Academic Officer with the Provost of the University and Registrar serving on the Academic Policy Committee/Council as ex officio but non-voting members. (Faculty Forum 03.18.05)

NOTE: Based on the practice of shared-governance and to eliminate the duplication of functions of committees, the Provost of the University/Chief Academic Officer will invite all the members of your elected Educational Policy Committee of the Faculty Forum to serve as voting members of the University Academic Policy Committee/Council. The individuals will serve together with representatives of the academic administration. (E-mail dated March 21, 2005 to Faculty Forum Executive Committee.)

THE COMMITTEE ON FACULTY FORUM/LAW SCHOOL LIAISON shall discuss and make recommendations regarding campus-wide academic, cultural, religious, social and other issues of mutual concern to the Law School faculty and the graduate/undergraduate faculty.

THE COMMITTEE ON PROFESSIONAL DEVELOPMENT shall consider and make recommendations concerning ongoing faculty professional development. In its work the committee shall aid in implementing programs of the University in particular it shall:

1. Solicit from the faculty proposals for THE ROBERT M. SULLIVAN, O.S.A. AWARD for summer research and shall award allocated funds to the faculty member whose proposal is deemed most meritorious.

2. Solicit from the faculty proposals for THE FACULTY DEVELOPMENT AWARD to promote the intellectual advancement and professional growth of faculty members.

3. Solicit from the faculty proposals for THE FACULTY SCHOLARSHIP AWARD to be awarded to three (3) faculty members to promote summer research leading to a published article or
book, an artistic production in field, or other externally peer-reviewed productions. (Approved by Interim VP for Academic Affairs FY2001.)

4. Accept requests from the faculty for financial assistance in their professional development. The committee shall award allocated funds to the faculty member(s) whose request(s) best aid(s) the University to reach its goals.

5. Act on matters directly or indirectly pertaining to the Faculty Course Exchange Program currently existing with Barry University and other South Florida institutions of higher education.

THE COMMITTEE ON COMPENSATION AND WELFARE shall consider and make recommendations concerning all aspects of faculty well-being (exclusive of matters of academic freedom, contracts, rank and tenure). In addition, the Committee shall receive petitions and hear appeals in the areas of its competence. In addition, the Committee shall represent the Faculty Forum in negotiating faculty compensation and fringe benefits. (Faculty Forum 03.18.05)

THE COMMITTEE ON SOCIAL ACTIVITIES shall plan and host social functions and such activities as will promote community among the faculty.

THE STUDENT RELATIONS COMMITTEE shall consider and make recommendations in respect to academic, social, cultural, religious and other issues of mutual concern to Faculty Forum members and undergraduate and graduate students.

SECTION 4. PROCEDURES: Each committee shall elect a chairperson from among its own membership. However, the first meeting for a committee for the academic year shall be convened by the member senior in service at St. Thomas University. Copies of the minutes of each committee’s meeting shall be transmitted to the following: the Chairperson of the Forum, the Secretary of the Forum, the Provost of the University/Chief Academic Officer, and the officer who keeps the University’s central file on committees.

ARTICLE V

AMENDMENTS

SECTION 1. The Faculty Forum may amend these by-laws at any regular meeting by a two-thirds vote of the members present. A proposal for amendment must be presented to the Chairperson in writing signed by at least one-fifth of the members of the Faculty Forum at least ten (10) days prior to December 1 or May 1. The Chairperson in turn shall make this proposed amendment part of the agenda and distribute the proposal to the Faculty Forum members at least five days before the meeting is held.